The City

GENERAL USER MANUAL 2.0.1

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Rev. 7/14

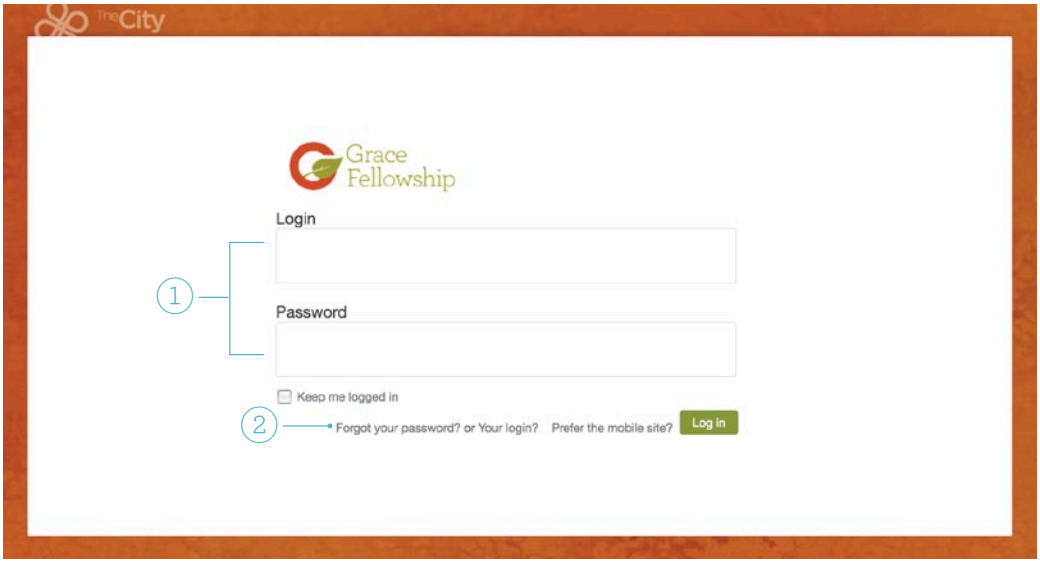
INTRO

Welcome to The City!

If you're new to The City, you may be wondering what it's all about. Well, you've come to the right place. This manual will give you an overview of all the great things you can do in The City. We hope you'll use it as a guide as you discover The City for yourself.

As hard as we work to make The City awesome, what makes it full of awesome is people like you using it to make connections with other people, build community in groups, and fuel spiritual growth.

So, enough with the introduction. Let's dig in and discover The City!



Tips

①The City is a secure, private network, so every user has their own unique **LOGIN** and **PASSWORD**.

② If you ever forget your login or password, no worries! Just click the link next to the **LOG IN** button and we'll retrieve it for you.

Home

After you log in, you'll land on your home page. You can get anywhere in The City from here.

Here's a quick overview of what you'll find on your home page:

① Power Bar
Always at the top of every page on The City, this is where you **LOGOUT**. It's also where we occasionally post important news about The City.

② Nav Panel
This panel is always on the left-hand side of every page in The City, and lets you move quickly to the different content areas and tools available to you.

③ News Feed
Right in the middle of your home page is your News Feed, which, as advertised, gives you all the news from the groups you belong to and the people you're connected to.

④ Calendar Panel
The Calendar Panel lives just to the right of your News Feed's filter tabs. Just click on icon to expand the panel and see a calendar of all upcoming and possible events from all of your groups.

⑤ Personal Controls Panel
Over on the right-hand side of the page is your Personal Controls panel. This is where you can access all of your personal controls and manage your list of **THINGS TO DO**.

⑥ Promo Block
Just below your Personal Controls Panel is the Promo Block that displays promotional messages from the groups you belong to.

3
4
1
2
5
6
The City
The City 2.0: Coming Soon!
Logout
Grace
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Show: All Topics Events Prayers Needs Connections
Welcome
Deacon Emma
Chocolate con Churros may be the best New Year's Tradition ever!
View Profile | Settings | Admin
Things To Do
No action items right now...
Find us on The City Plaza
ANONYMITY KILLS
(Community, that is!)
BE SURE TO UPLOAD A PHOTO TO YOUR PROFILE!
Tip: Home: News Stream
Did you see the News Stream? It's like a stock ticker of all the new or updated content in your groups. It's a great way to stay on top of everything going on.
RECENT GRACE FELLOWSHIP CHURCH NEWS
There are 9 people online.
Pastor Will Yesler created the topic Dec 29, 2009 at 11:52 am
Does anything change on New Year's Day? in Grace Fellowship Church
Hello Grace Fellowship! As we move from the Advent season into the new year, it's a natural time to take stock of what God is doing in our midst. As I reflect on what he has... more »
View all 3 responses
Betty Houston responded Dec 29, 1:36 pm
Oh my, Pastor Will. This could get long, but I'll try to limit myself. I'm already tearing up just thinking about how wonderful our Lord has been to me this year (and every year)!... more »
Jenny Payne responded Dec 29, 2:15 pm
Thanks so much for leading us well, Pastor Will. It's been such a hard year and I'm already encouraged by thinking about how much God has worked in our church. Specifically the Easter... more »
Deacon Emma Eames created the event Dec 29, 2009 at 12:23 pm
New Year's Party in Downtown Community Group
Thursday December 31 | 6:00 pm - 1:00 am | 13 people are coming
Time to ring in the New Year Downtown CG-style! We'll be having our annual Talent-or-Not Show, so bring your special (or "speeeecial") gifting to share with us all! Just before midnight,... more »
View all 10 responses
Ivan Mortenson responded 2:51 pm
Sonia and I will be there. We're still conspiring on our talent.
Geoff McCoy responded 3:01 pm
Melissa and I are coming! We've got a top-secret talent project in the works.
Miles looks soooooo cute in his teensy onesie and hat!
said Sonia Mortenson said 2:53 pm | Reply
It's sunny outside, yo! said Hector Martinez said 2:42 pm | Reply
Jenny Payne created the event Dec 29, 2009 at 2:11 pm
First Friday Art Show at Dwell in Downtown Community Group
Friday February 05 | 7:00 pm - 10:00 pm | 6 people are coming
Carl Osterburg and I will be showing our photography over at Dwell this upcoming First Friday. Carl will be showing his "imitosis" series and I'll be showing some of my food photography... more »
View all 7 responses
Deacon Emma Eames responded Dec 29, 3:05 pm
I'll be out of town that weekend. Will the show be up for the month? Really would love to see your work!
Rachael Wiggins responded 2:38 pm
Oooo! Very excited to see your work! I can attest that they came from some very tasty meals!
When I tread the verge of Jordan, bid my anxious fears subside.
said Rachael Wiggins said 2:37 pm | Reply
Geoff McCoy created a new prayer at 2:33 pm
I'm going to be an uncle! in Downtown Community Group
Actually, this prayer is for my sister, Margot, and her husband, Reid. Just found out she's at 6 weeks and will be due sometime in August. It'll be their first and we're all very... more »
Thankful for the godly men in my life. You guys are awesome.
said Deacon Christopher Guthrie said 2:20 pm | Reply
Chocolate con Churros may be the best New Year's Tradition ever!
said Deacon Emma Eames said 2:11 pm | Reply
Was really inspired by "Guide Me O Thou Great Jehovah" on Sunday. Busting out my paints in response. said Jenny Payne said 10:32 am | Reply
Deacon Emma Eames replied 2:13 pm | Delete
I really enjoyed that hymn too. Never heard of it until then. Looking forward to seeing what comes of your inspiration!
Hoping to make serious progress on this project today!
said Israel Jennings said 3:12 am | Reply
show more »
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News Feed

As the name suggests, your News Feed is filled with all the latest news from all of your friends and all the groups you belong to on The City. It also alerts you to important opportunities to complete processes created for you by your church.

Along the top of your News Feed is a series of tabs that allow you to filter your feed by specific content types. By default, your News Feed shows ALL your news. You can also choose to view only one specific content type by clicking one of the tabs to show only **TOPICS**, **EVENTS**, **PRAYERS**, **NEEDS**, or **CONNECTIONS** (this includes all of your friends' recent status updates and any recent conversations you've been involved in). Inside the stream, items are color-coded to indicate the content-type.

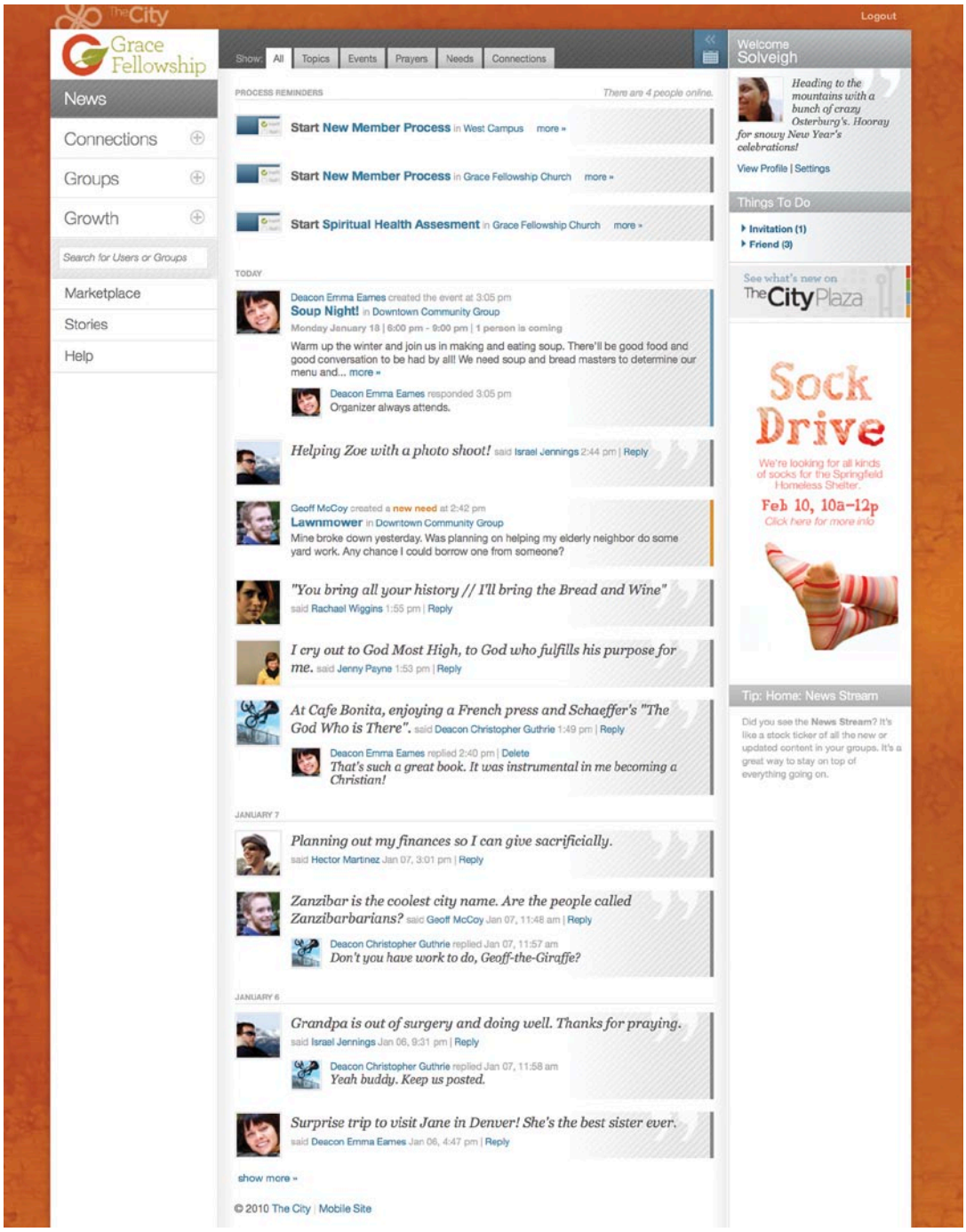
News items from your church and/or campus group always show at the top of the feed, followed by a stream of recent content from all your groups, friends, and conversations.

To read the full content of a post or reply shown in your News Feed, just click on the **MORE** link.

If you'd like to see all the responses to an item, or to respond yourself, just click on the item to view it in its original group context.

You may occasionally see **PROCESS REMINDERS** at the top of your News Feed, letting you know about processes your church would like you to complete. You can click the **MORE** link to get more information about a process, or click on the name of the process to get started.

And in case you get to the bottom of your News Feed and still want more news, just click **SHOW MORE** to see even more news.


The City
Logout
Grace Fellowship
Show: All Topics Events Prayers Needs Connections
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
PROCESS REMINDERS
There are 4 people online.
Start New Member Process in West Campus more »
Start New Member Process in Grace Fellowship Church more »
Start Spiritual Health Assesment in Grace Fellowship Church more »
TODAY
Deacon Emma Eames created the event at 3:05 pm
Soup Night! in Downtown Community Group
Monday January 18 | 6:00 pm - 9:00 pm | 1 person is coming
Warm up the winter and join us in making and eating soup. There'll be good food and good conversation to be had by all! We need soup and bread masters to determine our menu and... more »
Deacon Emma Eames responded 3:05 pm
Organizer always attends.
Helping Zoe with a photo shoot! said Israel Jennings 2:44 pm | Reply
Geoff McCoy created a new need at 2:42 pm
Lawnmower in Downtown Community Group
Mine broke down yesterday. Was planning on helping my elderly neighbor do some yard work. Any chance I could borrow one from someone?
"You bring all your history // I'll bring the Bread and Wine" said Rachael Wiggins 1:55 pm | Reply
I cry out to God Most High, to God who fulfills his purpose for me. said Jenny Payne 1:53 pm | Reply
At Cafe Bonita, enjoying a French press and Schaeffer's "The God Who is There". said Deacon Christopher Guthrie 1:49 pm | Reply
Deacon Emma Eames replied 2:40 pm | Delete
That's such a great book. It was instrumental in me becoming a Christian!
JANUARY 7
Planning out my finances so I can give sacrificially.
said Hector Martinez Jan 07, 3:01 pm | Reply
Zanzibar is the coolest city name. Are the people called Zanzibarbarians? said Geoff McCoy Jan 07, 11:48 am | Reply
Deacon Christopher Guthrie replied Jan 07, 11:57 am
Don't you have work to do, Geoff-the-Giraffe?
JANUARY 6
Grandpa is out of surgery and doing well. Thanks for praying.
said Israel Jennings Jan 06, 9:31 pm | Reply
Deacon Christopher Guthrie replied Jan 07, 11:58 am
Yeah buddy. Keep us posted.
Surprise trip to visit Jane in Denver! She's the best sister ever.
said Deacon Emma Eames Jan 06, 4:47 pm | Reply
show more »
© 2010 The City | Mobile Site
Welcome Solveigh
Heading to the mountains with a bunch of crazy Osterburg's. Hooray for snowy New Year's celebrations!
View Profile | Settings
Things To Do
Invitation (1)
Friend (3)
See what's new on The City Plaza
Sock Drive
We're looking for all kinds of socks for the Springfield Homeless Shelter.
Feb 10, 10a-12p
Click here for more info
Tip: Home: News Stream
Did you see the News Stream? It's like a stock ticker of all the new or updated content in your groups. It's a great way to stay on top of everything going on.

PERSONAL CONTROLS PANEL

Personal Controls Panel

This is where you can update your status message by answering the question, **WHAT ARE YOU DOING?** *You can also click* **VIEW PROFILE** *to see what information others can see about you, and manage your personal* **SETTINGS** *for The City. If you have Administrative privileges, you'll also see a link here that allows you to access the* **ADMIN** *panel.*

Also in this panel is your **THINGS TO DO** list, which alerts you to important actions you need to take. This list includes reminders for any processes you are in, alerts of unapproved friend requests, group invitations, and notifications to reach out to friends who haven't interacted on The City in a while.

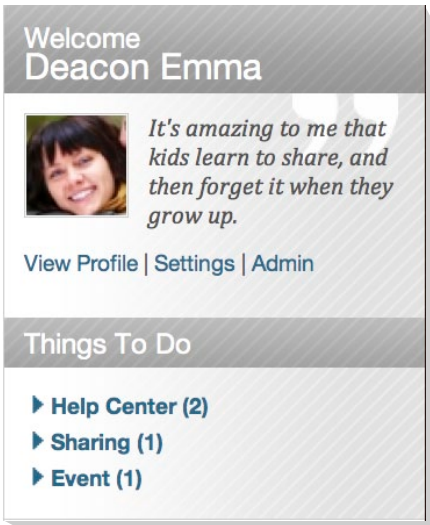
Public Profile

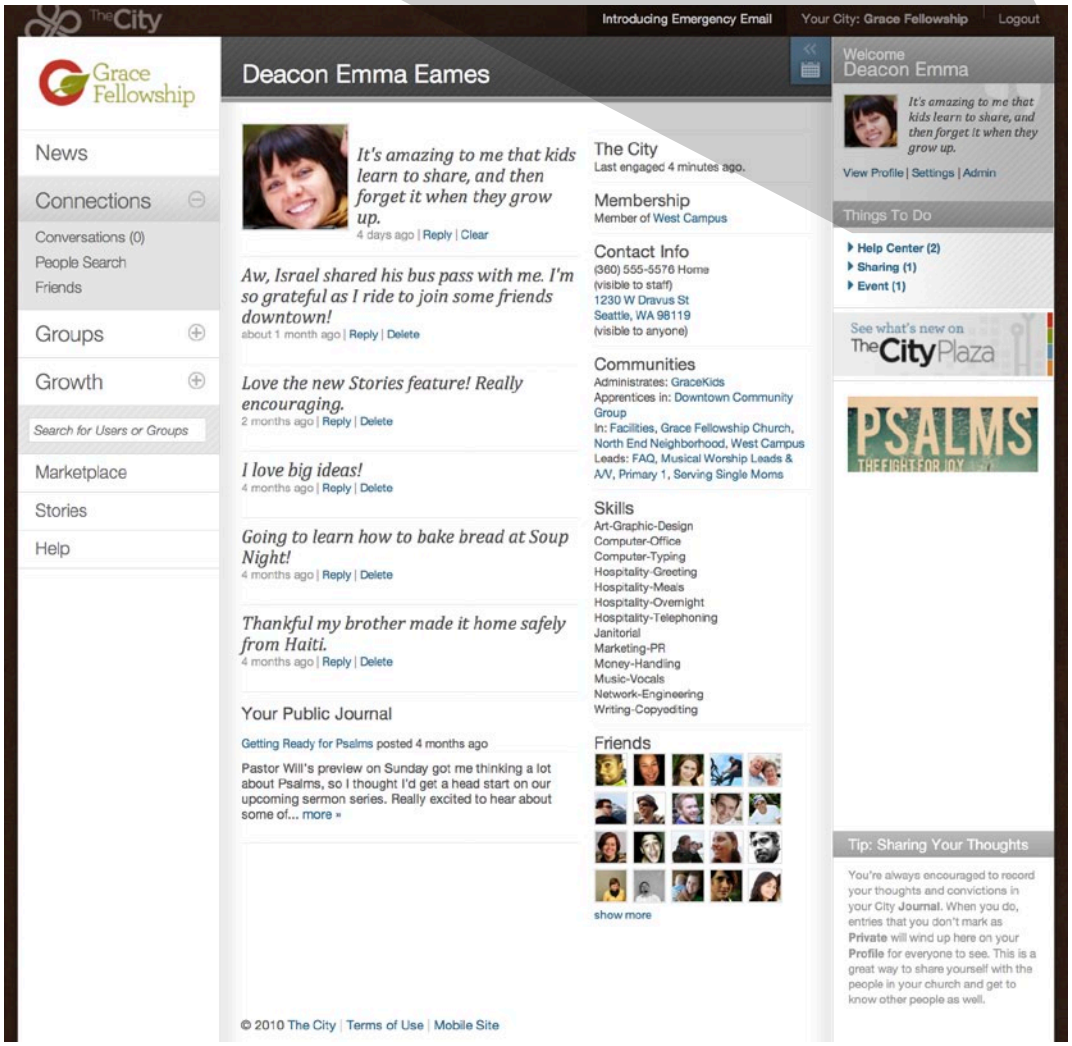
Click **VIEW PROFILE** to view your public profile page. There is a wealth of information here that allows the rest of your church community to learn as little or as much about you as you'd like to share. These pieces of information can include the following:

- Name
- Membership status
- Profile picture
- Contact info
- Listed skills
- The City groups you're a part of
- A list of your friends
- Your City status history
- Public journal entries

Of course, to ensure your privacy, you have control over how much of your contact info, skills, and journalling you share. And hidden groups never show up in the list of groups you're a part of.

***Note**: If at any point The City can't contact you via email, your profile will reflect that, so that even if you don't know that you're missing out on communications, your friends will and can help you get back in the loop.*


Welcome
Deacon Emma
It's amazing to me that kids learn to share, and then forget it when they grow up.
View Profile | Settings | Admin
Things To Do
Help Center (2)
Sharing (1)
Event (1)


The City
Introducing Emergency Email
Your City: Grace Fellowship
Logout
Grace Fellowship
News
Connections
Conversations (0)
People Search
Friends
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Deacon Emma Eames
It's amazing to me that kids learn to share, and then forget it when they grow up.
4 days ago | Reply | Clear
Aw, Israel shared his bus pass with me. I'm so grateful as I ride to join some friends downtown!
about 1 month ago | Reply | Delete
Love the new Stories feature! Really encouraging.
2 months ago | Reply | Delete
I love big ideas!
4 months ago | Reply | Delete
Going to learn how to bake bread at Soup Night!
4 months ago | Reply | Delete
Thankful my brother made it home safely from Haiti.
4 months ago | Reply | Delete
Your Public Journal
Getting Ready for Psalms posted 4 months ago
Pastor Will's preview on Sunday got me thinking a lot about Psalms, so I thought I'd get a head start on our upcoming sermon series. Really excited to hear about some of... more »
The City
Last engaged 4 minutes ago.
Membership
Member of West Campus
Contact Info
(360) 555-5576 Home
(visible to staff)
1230 W Dravus St
Seattle, WA 98119
(visible to anyone)
Communities
Administrates: GraceKids
Apprentices in: Downtown Community Group
In: Facilities, Grace Fellowship Church, North End Neighborhood, West Campus
Leads: FAQ, Musical Worship Leads & A/V, Primary 1, Serving Single Moms
Skills
Art-Graphic-Design
Computer-Office
Computer-Typing
Hospitality-Greeting
Hospitality-Meals
Hospitality-Overnight
Hospitality-Telephoning
Janitorial
Marketing-PR
Money-Handling
Music-Vocals
Network-Engineering
Writing-Copyediting
Friends
show more
© 2010 The City | Terms of Use | Mobile Site
Welcome
Deacon Emma
It's amazing to me that kids learn to share, and then forget it when they grow up.
View Profile | Settings | Admin
Things To Do
Help Center (2)
Sharing (1)
Event (1)
See what's new on The City Plaza
PSALMS
THE FIGHT FOR JOY
Tip: Sharing Your Thoughts
You're always encouraged to record your thoughts and convictions in your City Journal. When you do, entries that you don't mark as Private will wind up here on your Profile for everyone to see. This is a great way to share yourself with the people in your church and get to know other people as well.

Personal Controls Panel [2.03]

Settings

① Click **SETTINGS** to access your **ACCOUNT SETTINGS** page. Within **ACCOUNT SETTINGS** are tabs for **ACCOUNT**, **PROFILE**, **FAMILY**, **ADDRESSES**, **SKILLS**, and **EMAIL**.

Account

The **ACCOUNT** tab shows you your **ACCOUNT INFORMATION**. This is the information that identifies your account on The City.

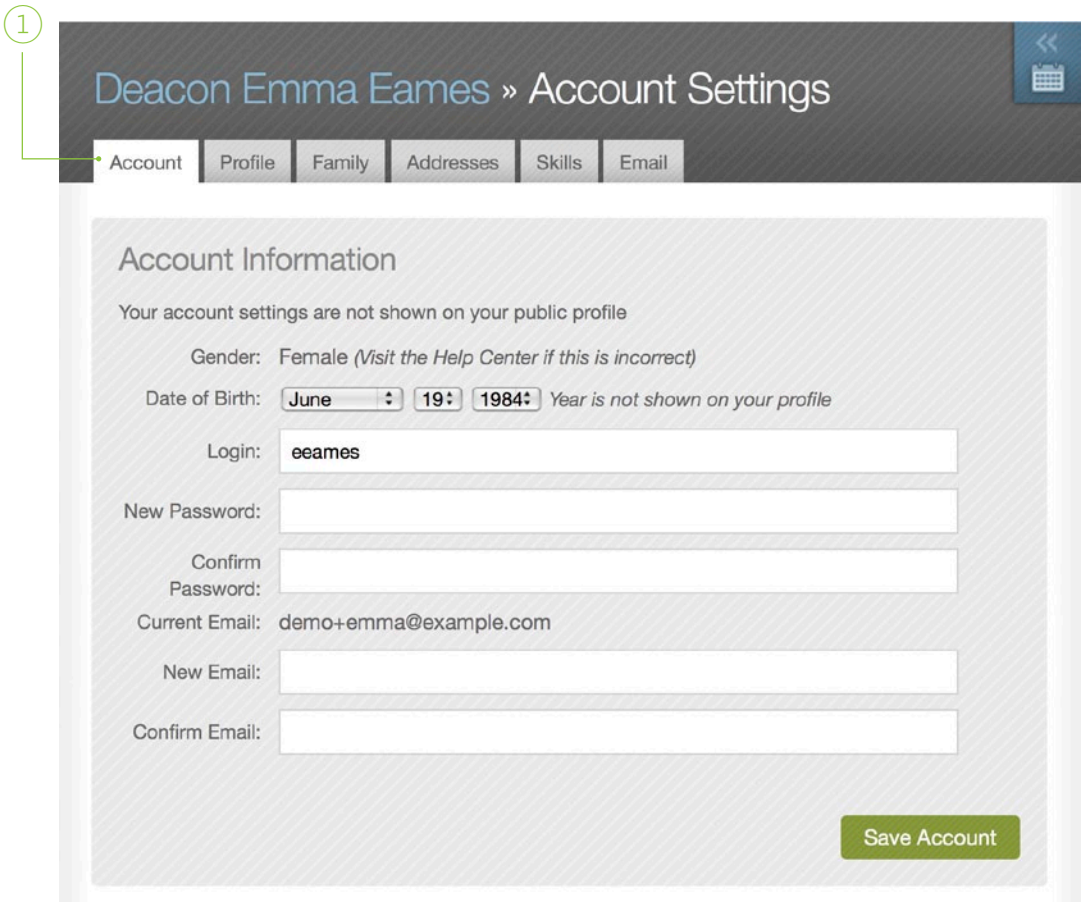
This is where you can change your **LOGIN** or **PASSWORD**, and change the **EMAIL** address associated with your account.

After you've made changes, click **SAVE ACCOUNT**.

Why do you need my email address?

We use your email address to send notifications of activity in The City. You can even reply to conversations and posts on The City via email.

And don't worry, we let you manage your email preferences so you only get the email you want from The City.



Settings *(continued)*

① Profile

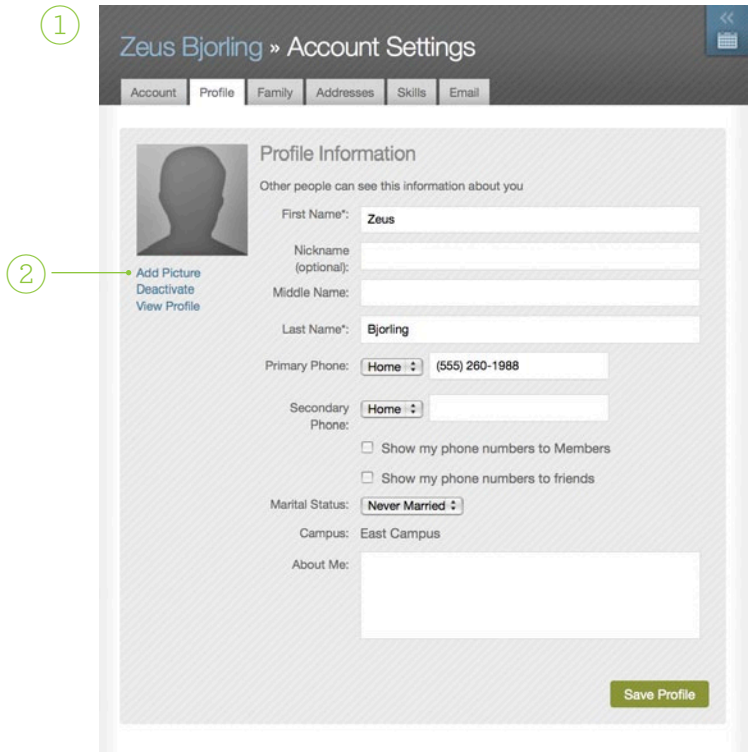
The **PROFILE** tab contains your basic **PROFILE INFORMATION**. This information includes your **NAME**, **PHONE** number, **MARITAL STATUS**, **CAMPUS** (if applicable), and **ABOUT ME** summary.

If you are known by a name other than your given **FIRST NAME**, enter that name in the **PREFERRED NAME** field. This will be the name shown in your public profile. Of course, all official reports (like your giving statement) will display your legal **FIRST NAME**.

Click **SAVE PROFILE** to complete your changes.

This is also where you can upload a profile **PICTURE**. Let's do that now.

1. ② Right below the shadowy place-holder image, click **ADD PICTURE**.

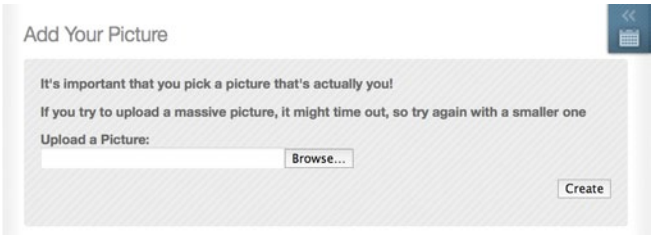


Settings *(continued)*

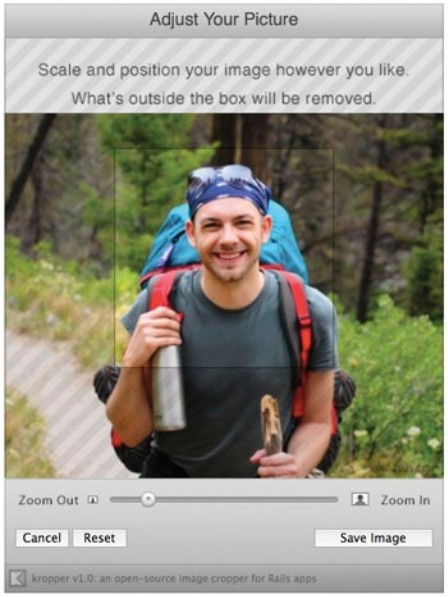
2. Click **BROWSE**, then find a picture of yourself on your computer and select it. Once you've done that, click **CREATE**.

3. ③ Now, adjust your picture to your liking, click **SAVE IMAGE**, and you're done!

③


Add Your Picture
It's important that you pick a picture that's actually you!
If you try to upload a massive picture, it might time out, so try again with a smaller one
Upload a Picture:
Browse...
Create

④



Tips

By uploading a recognizable photo of yourself, you'll make it easier for other people to recognize you both inside The City and in real life.

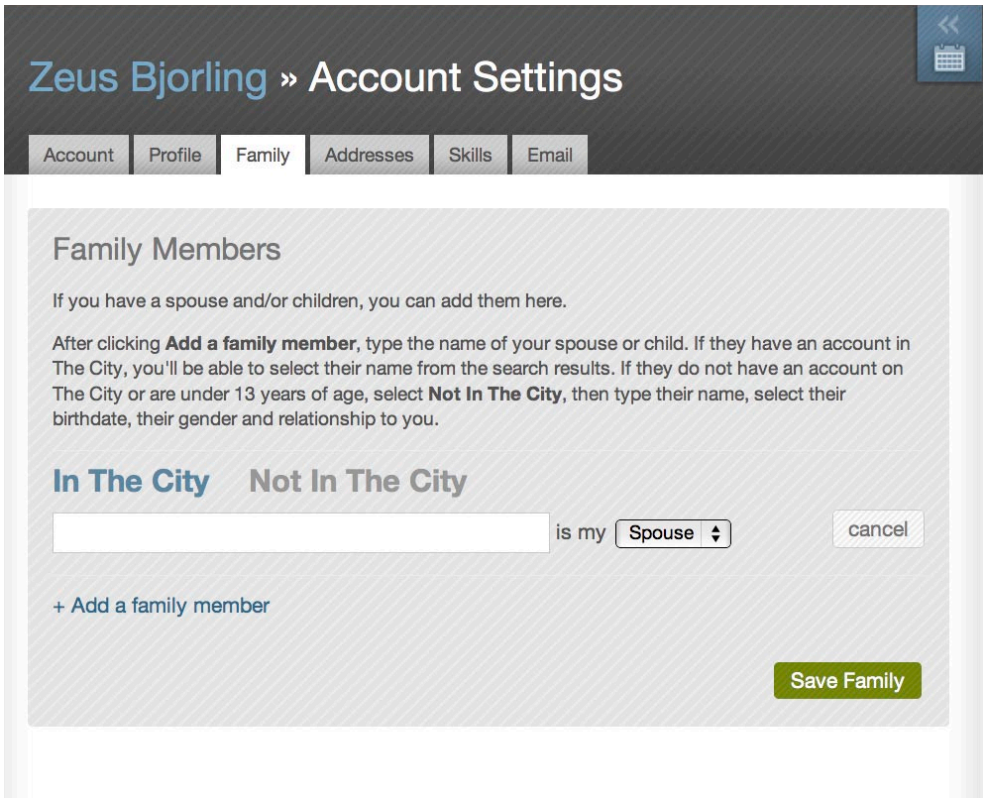
Settings *(continued)*

Family

If you have a spouse and/or children, you can add them here. Click **+ ADD A FAMILY MEMBER** and choose between **IN THE CITY** and **NOT IN THE CITY**.

If the person you're adding is already a City user, you can add them just by typing in their name, choosing them from the drop-down list of participants, selecting **SPOUSE** or **CHILD**, and clicking **SAVE FAMILY**. They will be notified that you have listed them as a family member and will have to verify the relationship.

If the family member you're adding is under 13 years of age or otherwise not a City user, choose **NOT IN THE CITY**, type their name, give them a birthday and gender, select their relationship to you, and click **SAVE FAMILY**.


Zeus Bjorling » Account Settings
Account
Profile
Family
Addresses
Skills
Email
Family Members
If you have a spouse and/or children, you can add them here.
After clicking Add a family member, type the name of your spouse or child. If they have an account in The City, you'll be able to select their name from the search results. If they do not have an account on The City or are under 13 years of age, select Not In The City, then type their name, select their birthdate, their gender and relationship to you.
In The City
Not In The City
is my
Spouse
cancel
+ Add a family member
Save Family

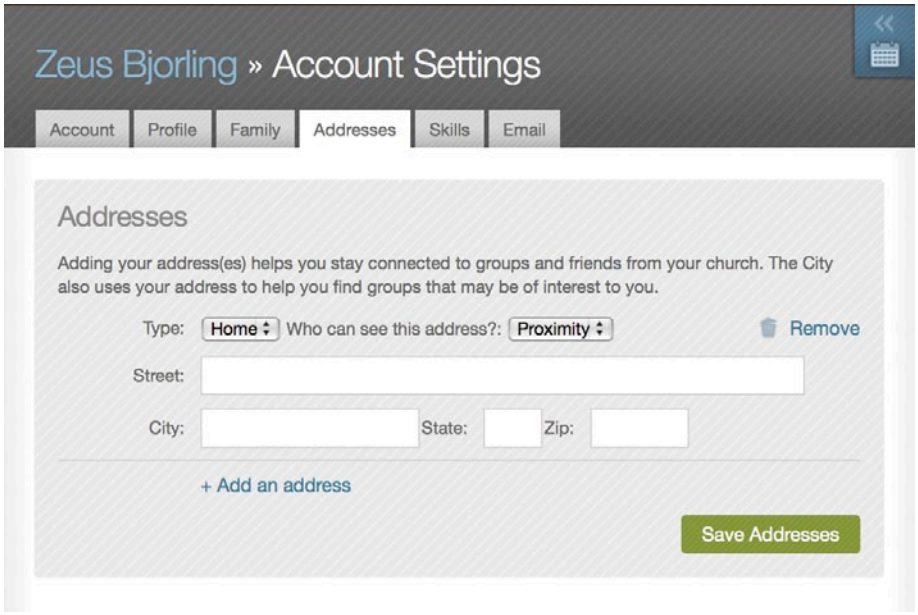
Settings *(continued)*

Addresses

The **ADDRESSES** tab allows you to add your physical addresses. Adding your addresses helps you stay connected to people and groups from your church. The City also uses your address to help you discover groups that may be of interest to you.

Click **+ ADD AN ADDRESS** and enter the appropriate information. Be sure to select your desired privacy setting in the **WHO CAN SEE THIS ADDRESS?** field. This controls who can see your address on your public profile page. Select **PUBLIC** if you want to allow anyone to view your address, **PROXIMITY** if you just want to show your general location on the map, **MEMBERS** if you only want to show your address to church members, and **PRIVATE** if you don't want anyone else (except for church staff and leadership) to see your address.

If you are outside the USA, you can still enter your address. Just disregard the **STATE** field and enter your postcode in the ZIP field.



Tips

It's important to include your address to your profile and keep it accurate so your church has an easier time sending you important documents (like tax statements, for instance).

Settings *(continued)*

Skills

The **SKILLS** tab provides a list of skills your church has identified as being of particular value in serving needs. Selecting the skills that you possess can help you get connected to opportunities to help others. Just click the box next to each skill you possess and click **SAVE SKILLS**.

Your skills will be displayed on your profile page, and your name will also be listed whenever someone searches for people possessing a particular skill.

Tip Adding skills to your profile can help you get connected to opportunities to serve other people!

Settings *(continued)*

Email

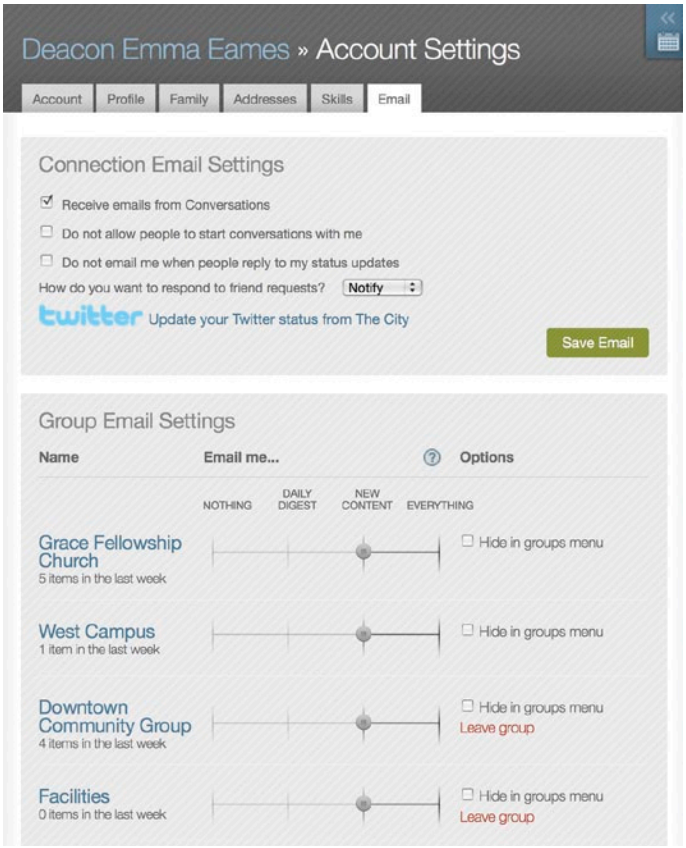
Click the **EMAIL** tab to view and edit your preferences for email communication from The City. You can also do a few other similar things here.

If you'd prefer not to allow people to start private conversations with you through The City, click the box labeled **DO NOT ALLOW PEOPLE TO START CONVERSATIONS WITH ME**. You'll still have the ability to start conversations with people, and recipients of your conversations will be able to respond.

If you'd like to send your City status updates to Twitter and vice versa, you can click the **TWITTER** icon to do just that. (We'll look at this closer on the next page.)

In the **GROUP EMAIL SETTINGS** area, you'll see a list of all the groups you belong to, along with an email settings slider. Select **NOTHING** if you'd prefer not to receive email alerts from the group or choose **DAILY DIGEST** to receive a single email each day showing you all the day's activity. Select **NEW CONTENT** if you'd prefer to be emailed anytime new content is posted in the group or select **EVERYTHING** if you want an email anytime content is created or responded to in the group.

You can select which groups you want to show in your **GROUPS** menu by clicking the **HIDE IN GROUPS MENU** box. And, should you need to leave a group, you can do that here as well by clicking **LEAVE GROUP**.



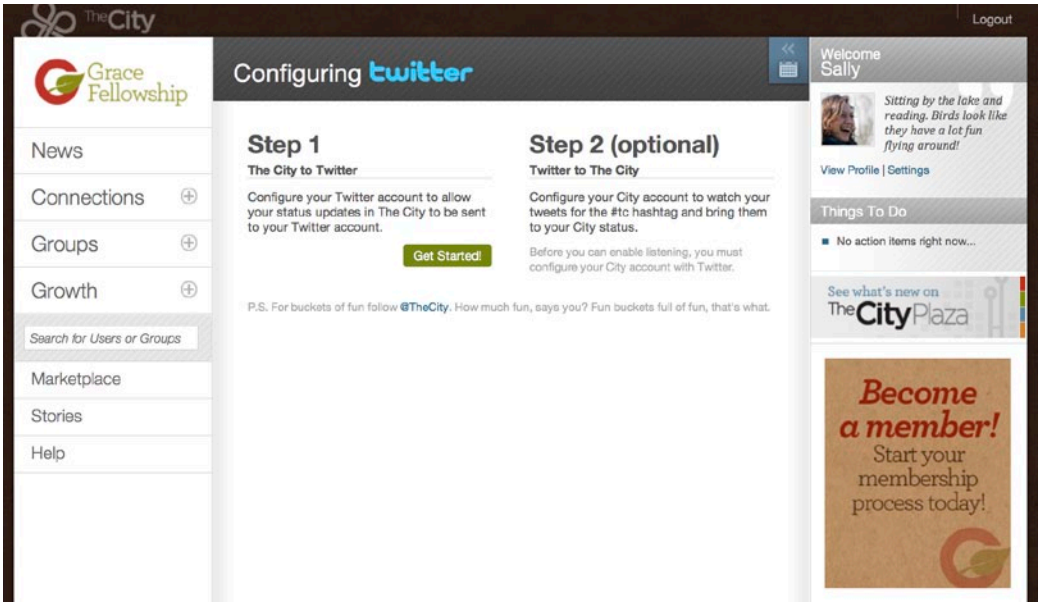
Settings *(continued)*

Though there are plenty of things that only The City can do for you and your church community, it was never designed to replace all the other social networking tools you use; in fact, The City is actually designed to work with some of those other tools. If you're a Twitter user, there are particularly awesome things you can do with your status updates.

Sending City Statuses to Twitter

You can set up The City to push your status updates out to Twitter. To do that, follow these simple steps:

1. Click **WHAT ARE YOU DOING?** (or your status, if you've entered one already) in your Personal Controls panel.
2. Select **SETUP TWITTER**.
3. Click the **GET STARTED!** button.

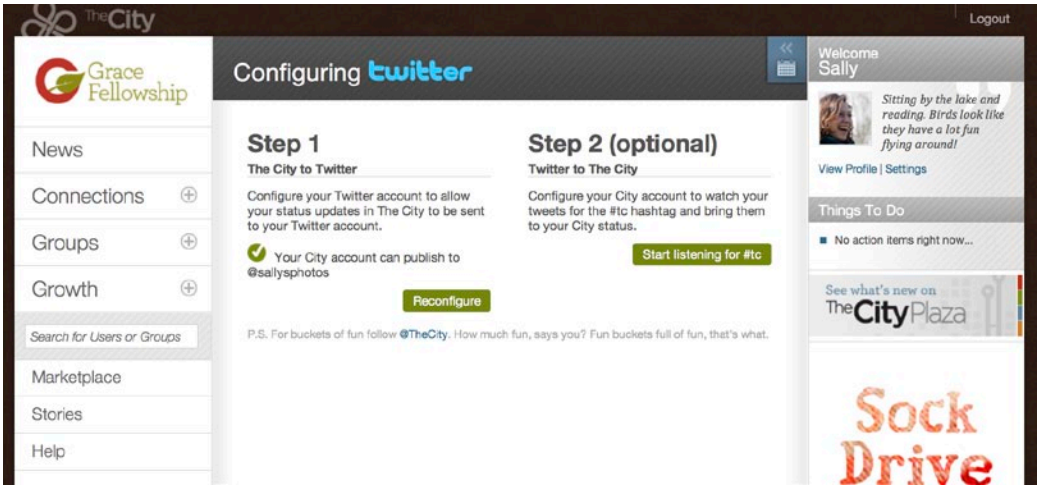

TheCity
Logout
Grace Fellowship
Configuring twitter
Welcome Sally
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Step 1
The City to Twitter
Configure your Twitter account to allow your status updates in The City to be sent to your Twitter account.
Get Started!
Step 2 (optional)
Twitter to The City
Configure your City account to watch your tweets for the #tc hashtag and bring them to your City status.
Before you can enable listening, you must configure your City account with Twitter.
P.S. For buckets of fun follow @TheCity. How much fun, says you? Fun buckets full of fun, that's what.
Sitting by the lake and reading. Birds look like they have a lot fun flying around!
View Profile | Settings
Things To Do
No action items right now...
See what's new on TheCityPlaza
Become a member!
Start your membership process today!

Twitter will then walk you through the steps necessary to link the accounts and then return you to The City. Once that's taken care of, you'll find a new **TWITTER?** checkbox beneath your status bar that allows you to push new City status updates to Twitter, letting both your church family and your Twitter friends know about what's going on in your life at one time.

Settings *(continued)*

Relaying Tweets Into The City

But wait; there's more. You'll also find that when you've set up Twitter to receive City statuses, there will be a new option on the **CONFIGURING TWITTER** page allowing The City to **START LISTENING FOR #TC**. Click that and follow the steps provided by Twitter. Once you're done, every time you attach the hashtag "#tc" to a tweet, The City will notice it and use that tweet as your newest City status update.


TheCity
Logout
Grace Fellowship
Configuring twitter
News
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Groups
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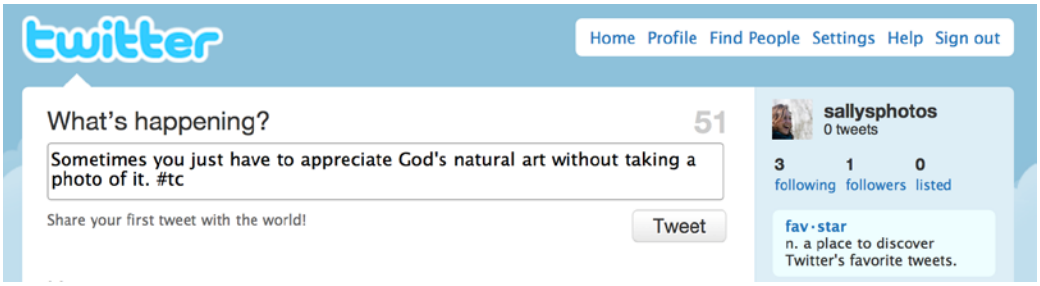
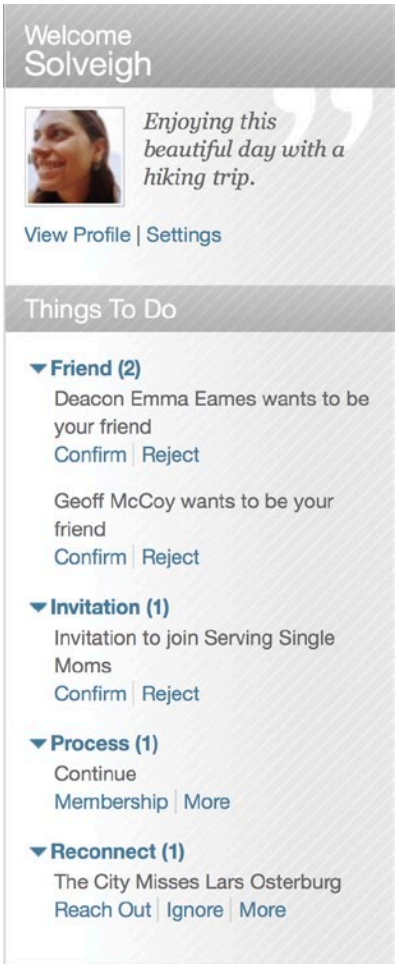
Search for Users or Groups
Marketplace
Stories
Help
Step 1
The City to Twitter
Configure your Twitter account to allow your status updates in The City to be sent to your Twitter account.
Your City account can publish to @sallysphotos
Reconfigure
Step 2 (optional)
Twitter to The City
Configure your City account to watch your tweets for the #tc hashtag and bring them to your City status.
Start listening for #tc
P.S. For buckets of fun follow @TheCity. How much fun, saya you? Fun buckets full of fun, that's what.
Welcome Sally
Sitting by the lake and reading. Birds look like they have a lot fun flying around!
View Profile | Settings
Things To Do
No action items right now...
See what's new on TheCityPlaza
Sock Drive



Things to Do

Your **THINGS TO DO** *list shows you actions you need to take, including help with* **GETTING STARTED** *on The City, prompts for any* **PROCESSES** *you are in,* **FRIEND REQUESTS** *you need to approve,* **GROUP INVITATIONS** *and content* **SHARING** *to accept or approve, and notifications to* **RECONNECT** *with friends who haven't logged in recently.*



Help Getting Started

Once you've created your account on The City, we figure you may need a little help getting started, so we've given you some assistance in your **THINGS TO DO** list. Click **GETTING STARTED** to see a full list of actions to take, including prompts to **FILL OUT YOUR PROFILE**, **FIND YOUR FRIENDS**, and **FIND SOME GROUPS**.

Process Reminders

Once you start a process in The City, you'll see a **PROCESS** category in **THINGS TO DO**. The number to the right of **PROCESS** shows you how many process alerts are in your list. Click **PROCESS** to expand the category.

Click on the name of the process to continue working through it.

Friend Requests

When someone requests to add you as a friend, you'll see a **FRIENDS** category in your **THINGS TO DO** list. The number to the right of **FRIENDS** shows how many friend requests are in your list. Click **FRIENDS** to expand the category.

You can **CONFIRM** or **REJECT** the request by clicking the appropriate link.

Group Invitations

If you are invited to join a group on The City, you'll see an **INVITATION** category in your **THINGS TO DO** list. The number to the right of **INVITATION** indicates the number of invitations in the list. Click **INVITATION** to view everything in the category.

Just click the appropriate link to **CONFIRM** or **REJECT** the invitation.

If you lead any groups on The City, you'll also be notified here whenever someone requests to join a group you lead. Again, just click **CONFIRM** or **REJECT**.

Reconnect Notifications

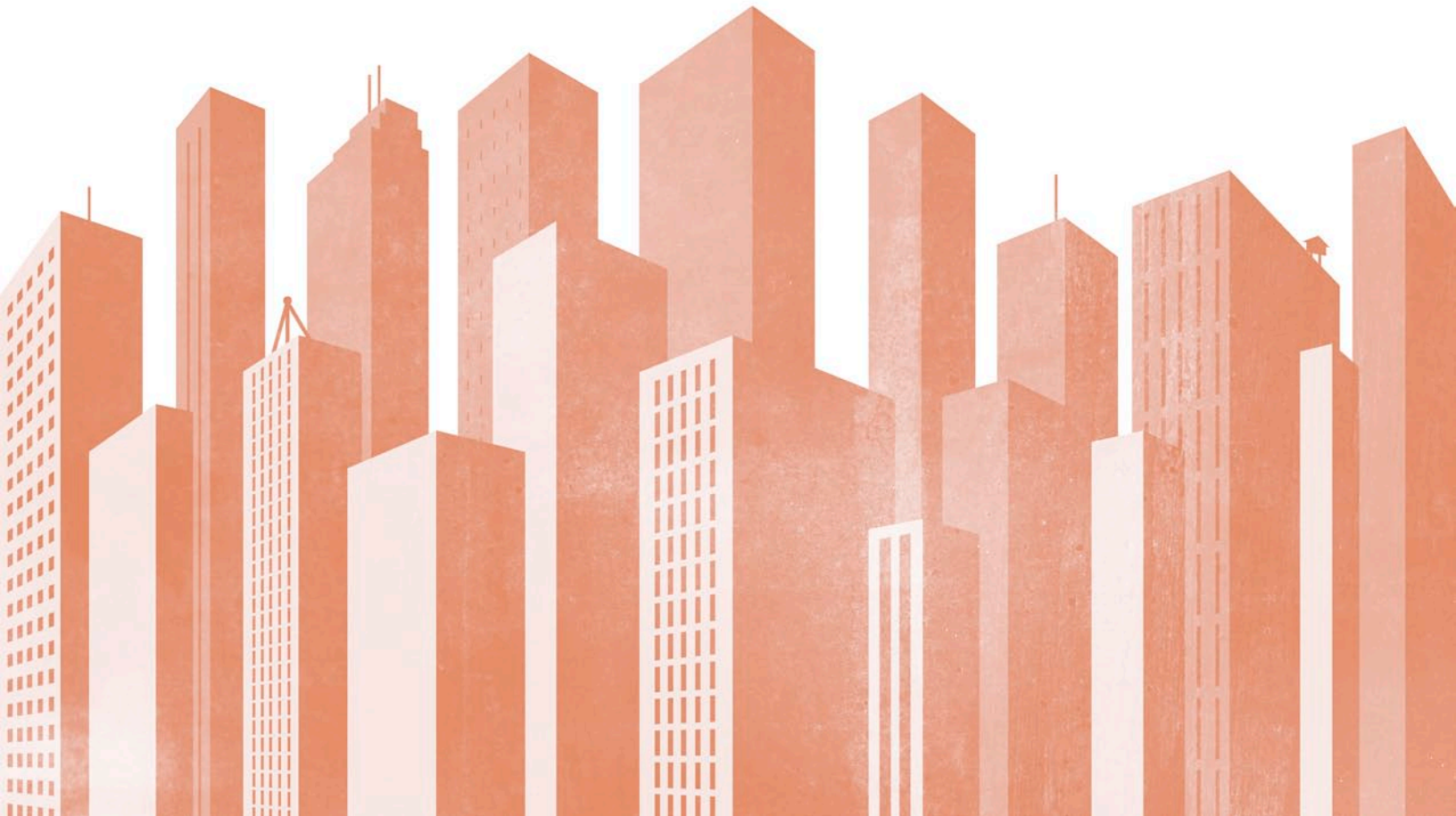
This category will appear in your **THINGS TO DO** list whenever one of your friends hasn't been active on The City for over a month. Click **RECONNECT** to see the full list.

To reconnect with your friend, just click **REACH OUT** to begin a conversation.

Sharing Notifications

If someone shares a post with a group that you lead or manage, you'll see a **SHARING** category in your Things To Do list. Click **SHOW** to view the post being shared, click **CONFIRM** to accept the shared post into your group, **REJECT** the share, or click **MORE** to see who shared the post with you.

CONNECTIONS



Conversations

Now that your **SETTINGS** are complete, let's look at making **CONNECTIONS** with other people. We'll start by expanding the **CONNECTIONS** menu.

CONVERSATIONS in The City work much like email, and even allow you to respond via email, but they don't require you to know the email address of the person you want to have a conversation with.

When you select **CONVERSATIONS** from the **CONNECTIONS** menu, you'll access your **INBOX**, which shows all conversations in which another participant was the last to post. Unread messages are flagged with a **NEW** badge and set in bold type to alert you that you have not read them yet.

The filter tabs allow you to sort which conversations you want to show: **ALL**, **INBOX**, **SENT**, or **ARCHIVED**. Conversations you have sent or have been the last to post in will show up under the **SENT** tab. When another participant replies to a conversation, that conversation will move back to your **INBOX**.

Managing Your Conversations

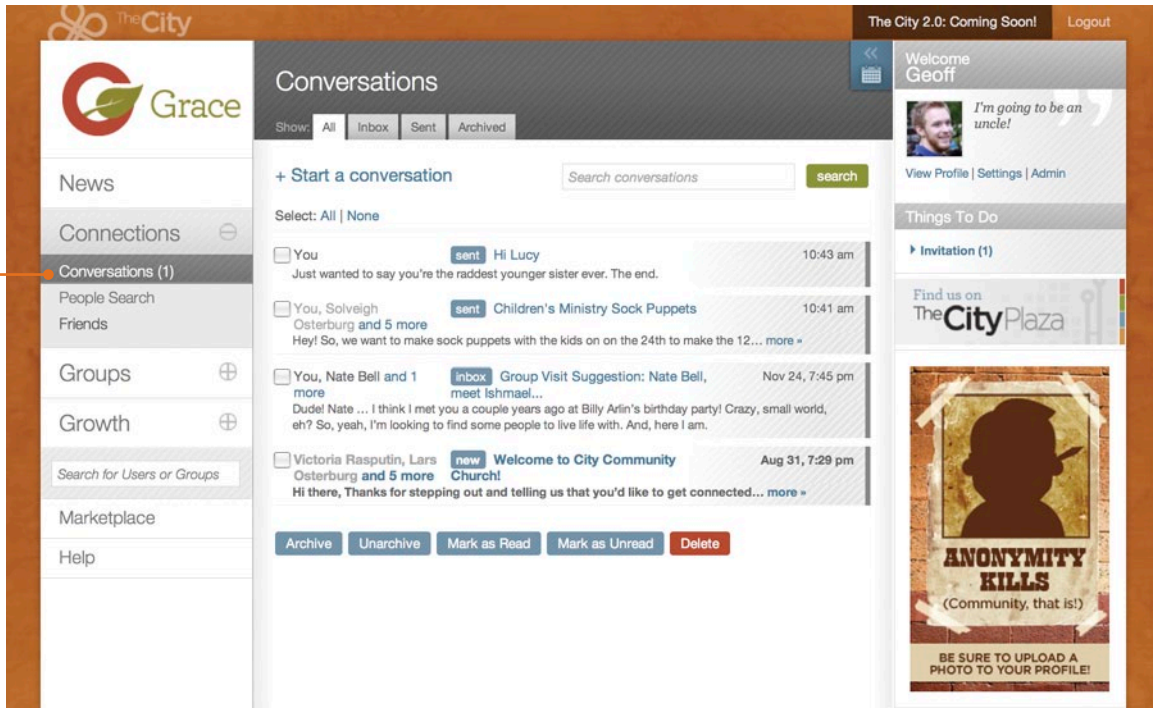
To view the full content of the latest post in a conversation, just click on the **MORE** link. If you'd like to see all the posts in a conversation or make a reply, click on the conversation.

You can also **SEARCH** the contents of all the conversations within a tab.

Within any of the tabs, you can select conversations individually, or select **ALL**, then choose to **ARCHIVE**, **UNARCHIVE**, **MARK AS READ**, **MARK AS UNREAD**, or **DELETE** the selected conversation(s).

Tip Use the **CONVERSATIONS** tool to have conversations with people outside the group context.

The number in parentheses to the right of **CONVERSATIONS** indicates the number of unread conversations in your inbox.


TheCity
The City 2.0: Coming Soon!
Logout
Grace
Conversations
Show: All Inbox Sent Archived
News
Connections
Conversations (1)
People Search
Friends
Groups
Growth
Search for Users or Groups
Marketplace
Help
+ Start a conversation
Search conversations
search
Select: All | None
You sent Hi Lucy 10:43 am
Just wanted to say you're the raddest younger sister ever. The end.
You, Solveigh Osterburg and 5 more sent Children's Ministry Sock Puppets 10:41 am
Hey! So, we want to make sock puppets with the kids on on the 24th to make the 12... more »
You, Nate Bell and 1 more inbox Group Visit Suggestion: Nate Bell, meet Ishmael... Nov 24, 7:45 pm
Dude! Nate ... I think I met you a couple years ago at Billy Arlin's birthday party! Crazy, small world, eh? So, yeah, I'm looking to find some people to live life with. And, here I am.
Victoria Rasputin, Lars Osterburg and 5 more new Welcome to City Community Church! Aug 31, 7:29 pm
Hi there, Thanks for stepping out and telling us that you'd like to get connected... more »
Archive
Unarchive
Mark as Read
Mark as Unread
Delete
Welcome Geoff
I'm going to be an uncle!
View Profile | Settings | Admin
Things To Do
Invitation (1)
Find us on TheCityPlaza
ANONYMITY KILLS
(Community, that is!)
BE SURE TO UPLOAD A PHOTO TO YOUR PROFILE!

Conversations *(continued)*

①Starting a Conversation

To start a conversation, just click **+ START A CONVERSATION**.

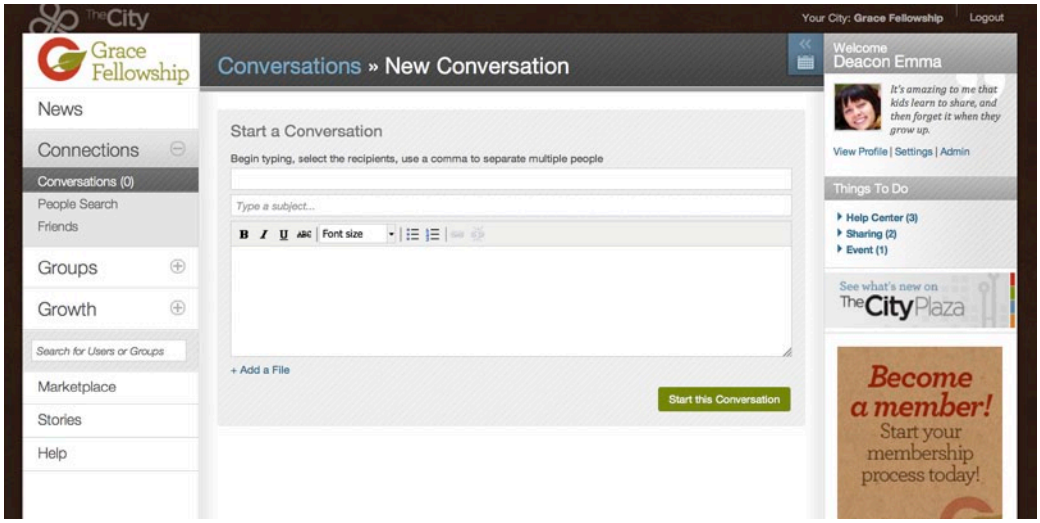
Begin by typing in the name of your recipient. Once you start typing, a list of possible matches will display. Click on the name or picture of the person you're looking for. To start a conversation with multiple people, simply add a comma after each recipient before searching for the next person.

Next, **TYPE A SUBJECT**, then type the body of the message you want to send. Notice that you can format the text of your message using the editing tools provided.

If you'd like to upload a file to the conversation, click **+ ADD A FILE**, then **BROWSE** to locate the file.

When you're ready to send your message, click **START THIS CONVERSATION**.

1



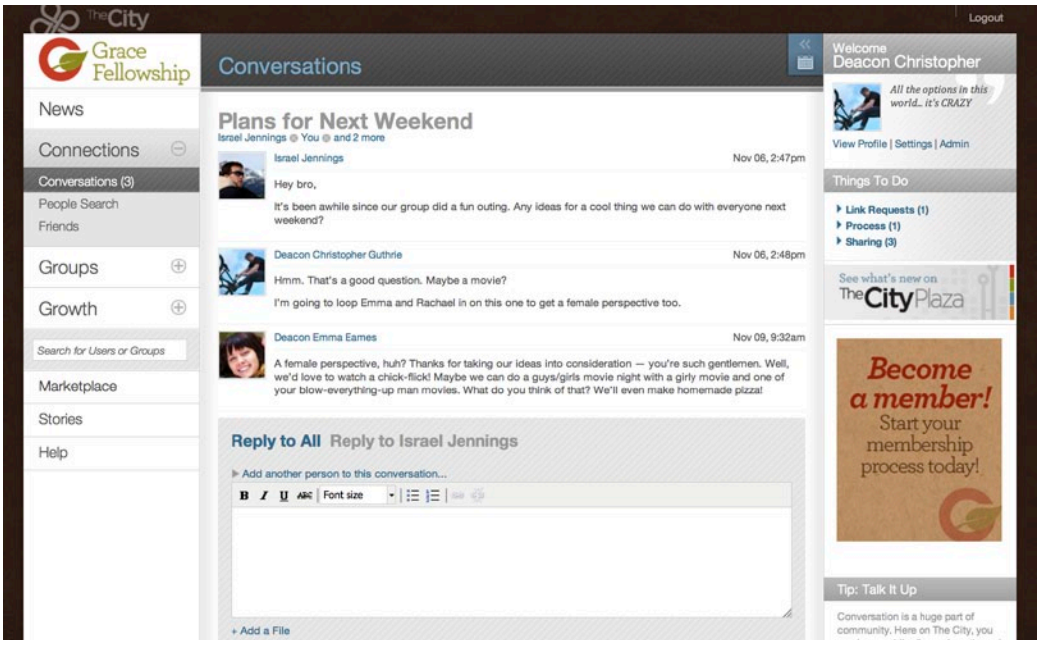
Conversations *(continued)*

② Replying to Conversations

To reply to a conversation, click on the conversation in your **CONVERSATIONS** tab feed. Then, type your reply and click the **REPLY** button. You can also add participants to a conversation when replying.

You have two options when replying to a multi-participant conversation that was originally started by one of the other participants. By default, you can **REPLY TO ALL**, or you can choose to reply only to the original creator of the conversation. If you choose to reply only to the original creator of the conversation, a separate conversation thread will begin and the current conversation thread will not be affected.

②


TheCity
Logout
Grace Fellowship
Conversations
News
Connections
Conversations (3)
People Search
Friends
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Plans for Next Weekend
Israel Jennings @ You @ and 2 more
Israel Jennings
Nov 06, 2:47pm
Hey bro,
It's been awhile since our group did a fun outing. Any ideas for a cool thing we can do with everyone next weekend?
Deacon Christopher Guthrie
Nov 06, 2:48pm
Hmm. That's a good question. Maybe a movie?
I'm going to loop Emma and Rachael in on this one to get a female perspective too.
Deacon Emma Eames
Nov 09, 9:32am
A female perspective, huh? Thanks for taking our ideas into consideration — you're such gentlemen. Well, we'd love to watch a chick-flick! Maybe we can do a guys/girls movie night with a girly movie and one of your blow-everything-up man movies. What do you think of that? We'll even make homemade pizza!
Reply to All
Reply to Israel Jennings
Add another person to this conversation...
Font size
+ Add a File
Welcome
Deacon Christopher
All the options in this world... it's CRAZY
View Profile | Settings | Admin
Things To Do
Link Requests (1)
Process (1)
Sharing (3)
See what's new on
TheCityPlaza
Become a member!
Start your membership process today!
Tip: Talk It Up
Conversation is a huge part of community. Here on The City, you

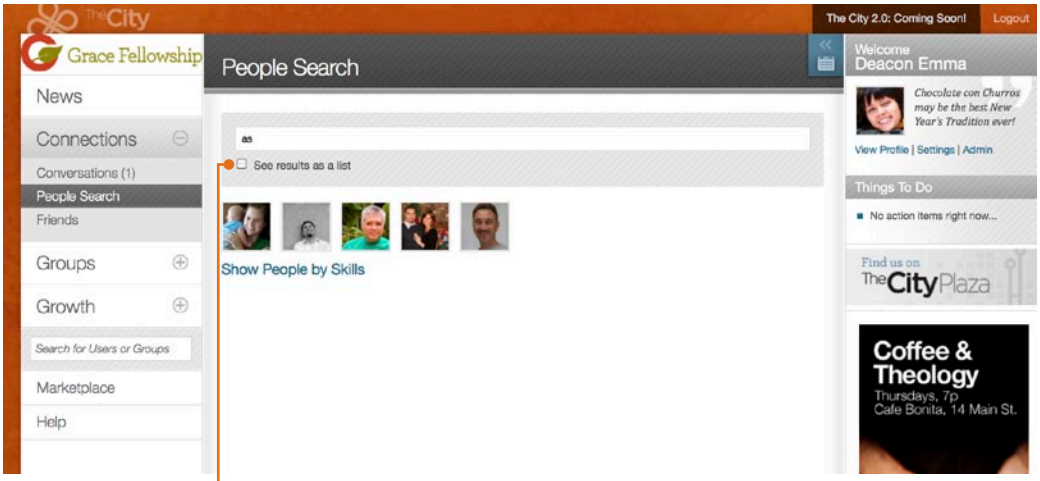
Tip Conversations allow you to communicate in a private setting with one person or many, without being limited by a group's participant list.

People Search

If you know someone's name, that's all you need to find them on The City. In fact, you don't even need their full name. Just select **PEOPLE SEARCH** from the **CONNECTIONS** menu, and start typing in a person's first or last name.

The City will show you pictures of possible matches to your search. Hover over a person's picture with your mouse to see their full name. When you've found the person you're looking for, click on their picture to visit their public profile page. From there, you can send them a friend request or start a private conversation.

And whenever you need to find people with a particular skill, click **SHOW PEOPLE BY SKILLS** to see a list of skills identified by your church. Click on the name of a skill to see a list of all the folks who have identified themselves as having that skill. You can then click on an individual's name to view their public profile page and connect with them by sending a private message.



Click **SEE RESULTS AS A LIST** if you'd rather just see names instead of pictures.

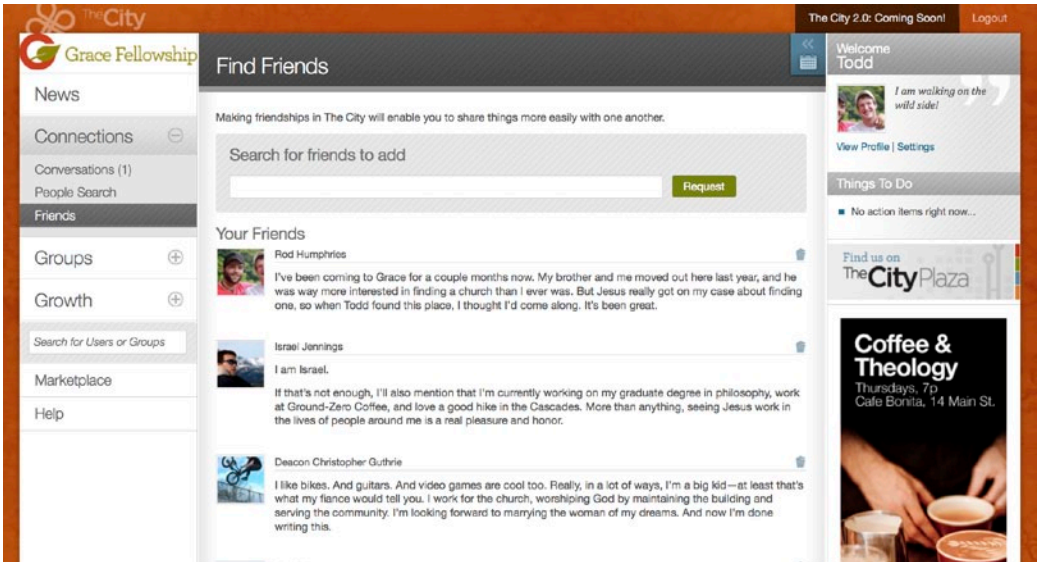
Tip Add people as friends in The City so you can stay more closely connected in everyday life.

Friends

The **FRIENDS** tool helps you stay connected to people you want to keep in touch with, regardless of which groups you or they are in. Once you've added a friend, they'll see your status updates in their News Feed, and you'll see theirs. You can also allow your friends to see information about you that others can't see. It's also easy to share content you create in your groups with your friends.

To add a friend, start typing their name in the **SEARCH FOR FRIENDS TO ADD** field, then select your friend from the search results and click **REQUEST**. Once your request is approved, your friend's picture, name, and "about me" information will be listed in the **YOUR FRIENDS** section of this page. Until then, you'll see their name listed under the heading, **YOU ARE WAITING FOR OTHERS TO APPROVE THESE REQUESTS**. Click **SHOW/HIDE** to see this list.

You can remove a friend from your list simply by clicking the trash can icon next to their information in **YOUR FRIENDS** list.


The City
The City 2.0: Coming Soon!
Logout
Grace Fellowship
Find Friends
Welcome
Todd
News
Connections
Conversations (1)
People Search
Friends
Groups
Growth
Search for Users or Groups
Marketplace
Help
Making friendships in The City will enable you to share things more easily with one another.
Search for friends to add
Request
I am walking on the wild side!
View Profile | Settings
Things To Do
No action items right now...
Your Friends
Rod Humphries
I've been coming to Grace for a couple months now. My brother and me moved out here last year, and he was way more interested in finding a church than I ever was. But Jesus really got on my case about finding one, so when Todd found this place, I thought I'd come along. It's been great.
Find us on
The City Plaza
Israel Jennings
I am Israel.
If that's not enough, I'll also mention that I'm currently working on my graduate degree in philosophy, work at Ground-Zero Coffee, and love a good hike in the Cascades. More than anything, seeing Jesus work in the lives of people around me is a real pleasure and honor.
Coffee & Theology
Thursdays, 7p
Cafe Bonita, 14 Main St.
Deacon Christopher Guthrie
I like bikes. And guitars. And video games are cool too. Really, in a lot of ways, I'm a big kid—at least that's what my fiance would tell you. I work for the church, worshiping God by maintaining the building and serving the community. I'm looking forward to marrying the woman of my dreams. And now I'm done writing this.

Tip Remember that you can choose to accept or reject all incoming friend requests in the **SETTINGS** page, under the **EMAIL** tab.

GROUPS

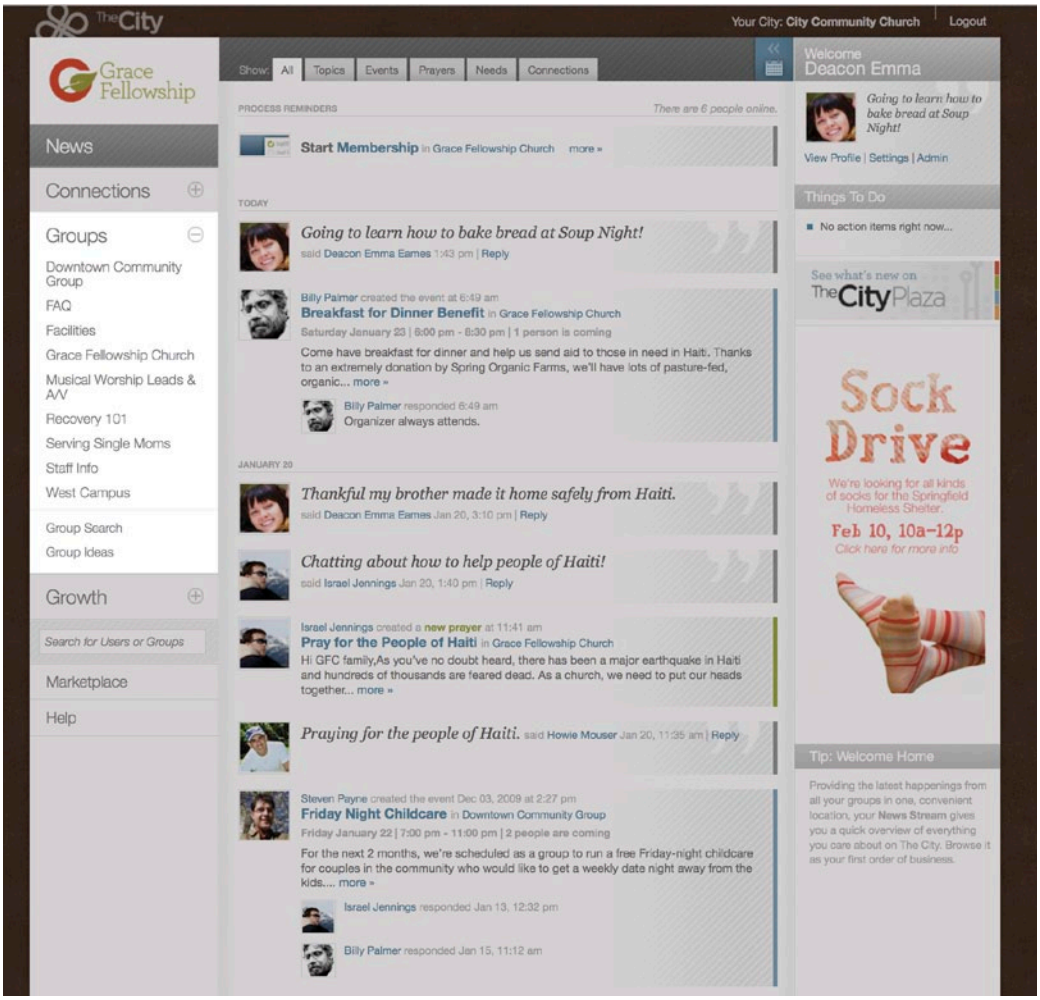
Groups

Now that you've discovered how to build connections to other people, let's take a look at the **GROUPS** *menu and all it has to offer.*

Groups are very much at the heart of The City, bringing you together in community to share life with others. While the life of every group is unique, The City provides many flexible tools that can help any group to communicate, plan, unite in prayer, meet needs, and stay more connected in the everyday busyness of life.

When you expand your **GROUPS** menu, you'll see a list of the groups you belong to, as well as the **GROUP SEARCH** and **GROUP IDEAS** tools.

To interact within one of your groups, just click on the group's name in the **GROUPS** menu.


The City
Your City: City Community Church
Logout
Grace Fellowship
News
Connections
Groups
Downtown Community Group
FAQ
Facilities
Grace Fellowship Church
Musical Worship Leads & A/V
Recovery 101
Serving Single Moms
Staff Info
West Campus
Group Search
Group Ideas
Growth
Search for Users or Groups
Marketplace
Help
Show: All Topics Events Prayers Needs Connections
PROCESS REMINDERS
There are 6 people online.
Start Membership in Grace Fellowship Church more »
TODAY
Going to learn how to bake bread at Soup Night!
said Deacon Emma Eames 1:43 pm | Reply
Billy Palmer created the event at 6:49 am
Breakfast for Dinner Benefit in Grace Fellowship Church
Saturday January 23 | 6:00 pm - 8:30 pm | 1 person is coming
Come have breakfast for dinner and help us send aid to those in need in Haiti. Thanks to an extremely donation by Spring Organic Farms, we'll have lots of pasture-fed, organic... more »
Billy Palmer responded 6:49 am
Organizer always attends.
JANUARY 20
Thankful my brother made it home safely from Haiti.
said Deacon Emma Eames Jan 20, 3:10 pm | Reply
Chatting about how to help people of Haiti!
said Israel Jennings Jan 20, 1:40 pm | Reply
Israel Jennings created a new prayer at 11:41 am
Pray for the People of Haiti in Grace Fellowship Church
Hi GFC family,As you've no doubt heard, there has been a major earthquake in Haiti and hundreds of thousands are feared dead. As a church, we need to put our heads together... more »
Praying for the people of Haiti. said Howie Mouser Jan 20, 11:35 am | Reply
Steven Payne created the event Dec 03, 2009 at 2:27 pm
Friday Night Childcare in Downtown Community Group
Friday January 22 | 7:00 pm - 11:00 pm | 2 people are coming
For the next 2 months, we're scheduled as a group to run a free Friday-night childcare for couples in the community who would like to get a weekly date night away from the kids.... more »
Israel Jennings responded Jan 13, 12:32 pm
Billy Palmer responded Jan 15, 11:12 am
Welcome
Deacon Emma
Going to learn how to bake bread at Soup Night!
View Profile | Settings | Admin
Things To Do
No action items right now...
See what's new on The City Plaza
Sock Drive
We're looking for all kinds of socks for the Springfield Homeless Shelter.
Feb 10, 10a-12p
Click here for more info
Tip: Welcome Home
Providing the latest happenings from all your groups in one, convenient location, your News Stream gives you a quick overview of everything you care about on The City. Browse it as your first order of business.

Group Overview

Each group has its own home page that is similar to your aggregated home page. At the top of your group's home page is a header block that contains the name of the group, filter tabs for the group stream below, and an icon tray for group controls.

Below the group header block is the **START SOMETHING** toggle (we'll cover that really soon), the **SEARCH** utility that allows you to search the title and original body of all content in the group, and the group stream that shows you all the group's content, with the freshest content at the top.

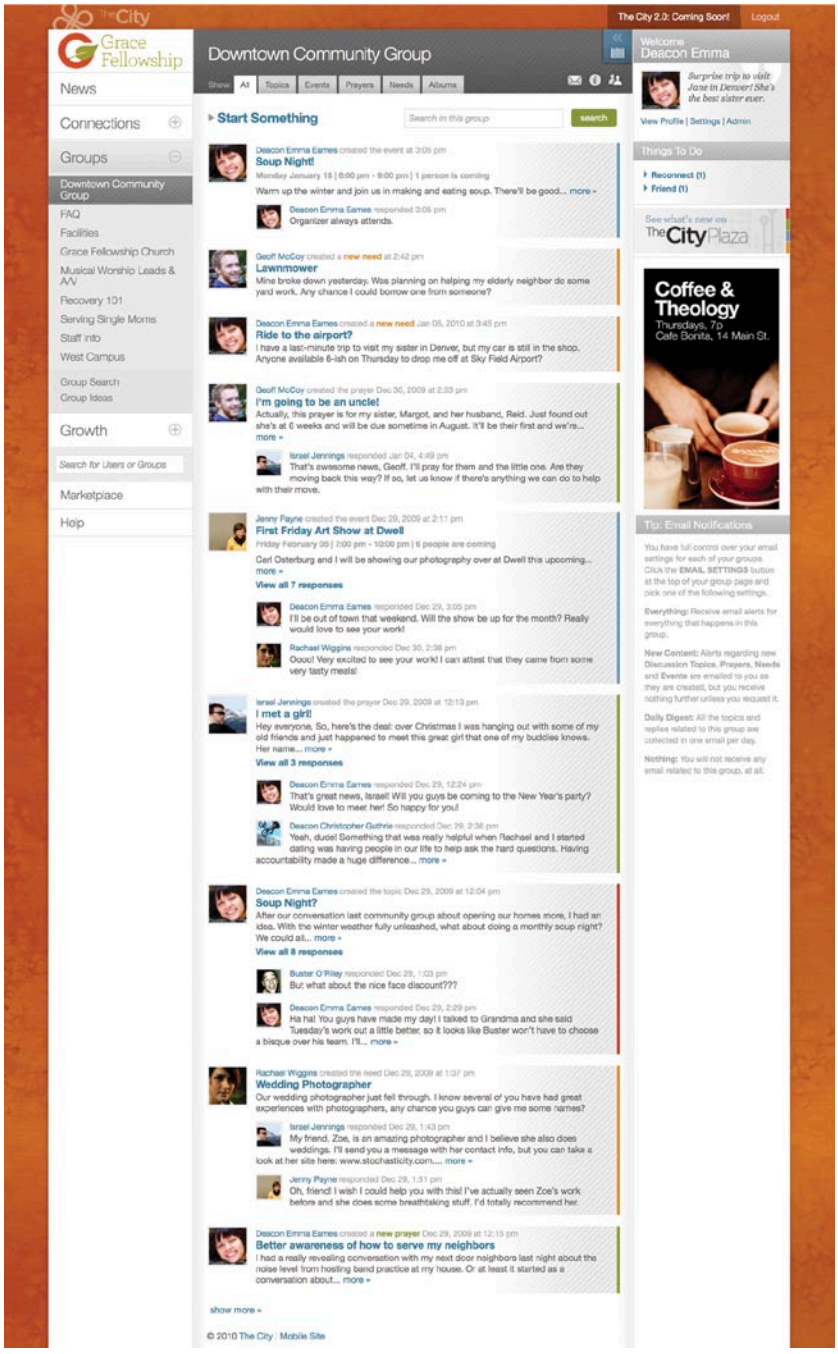
The Group Stream

While all of the content from all of your groups is aggregated into the News Feed on your home page, each group also has its own content stream that shows only the activity within that group.

Like your home page News Feed, the default view for your group stream is to show **ALL** content types, but you can click any of the filter tabs to sort your stream to show only **TOPICS**, **EVENTS**, **PRAYERS**, **NEEDS**, or **ALBUMS**. The group's leader can control which types of content can be created in the group (and who can create them), so the content-types available may vary by group.

Interaction with content in your group stream works just like it does in your home page News Feed. To read the full content of a post or reply shown in your group stream, just click on the **MORE** link. If you'd like to see all the responses to an item, or respond yourself, click on the item. And of course, you can also see more content by clicking **SHOW MORE** at the bottom of the page.

Group Overview *(continued)*



Creating a Post

So, you're in your group page and you'd really like to create some new content. Well, that's simple enough: just click **START SOMETHING** *and you'll see a list of options to create a* **TOPIC**, **EVENT**, **PRAYER**, **NEED**, *or* **ALBUM**.

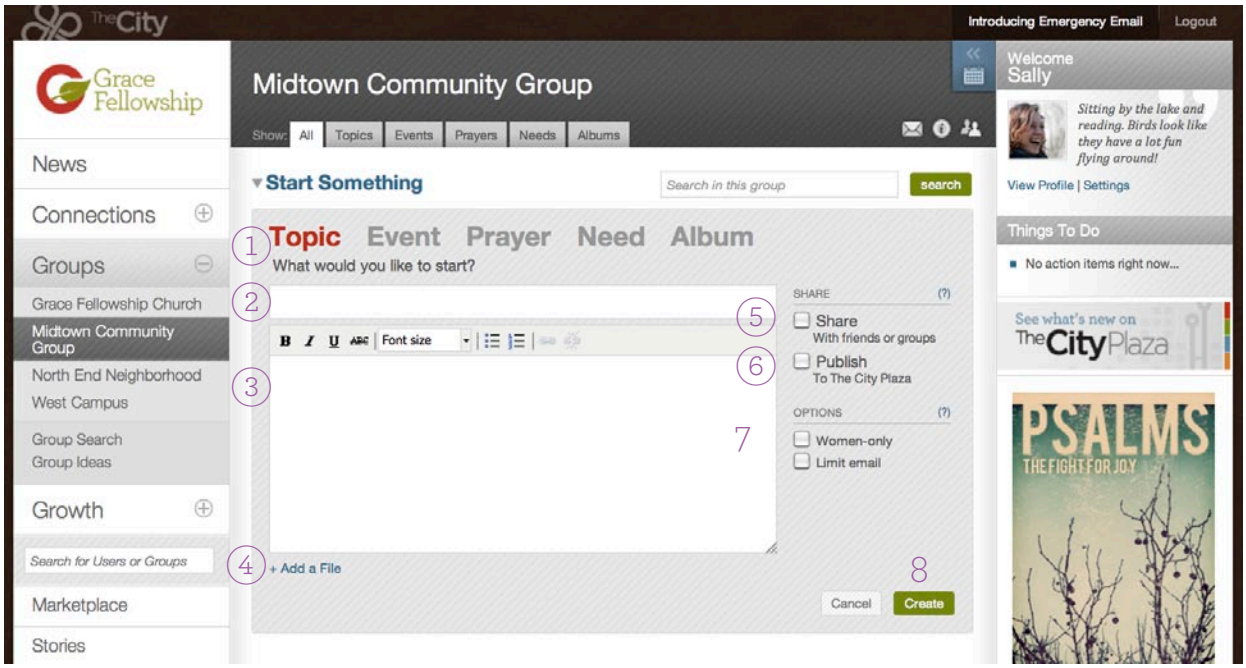
Remember that the group's leader can configure the group's settings to control which content-types are available as well as determine who can create certain content-types, so the available options here may vary by group.

Creating a Topic

1. After expanding the Start Something toggle, click **TOPIC**.
2. Type a Topic title.
3. Type the body of your Topic. Use the text formatting icons at the top to make your message look just like you want it to.
4. If you'd like to add a file to the Topic, go ahead and click **+ ADD A FILE**. From there, you'll click **CHOOSE FILE**, then browse and select the file on your computer. You can add multiple files by repeating this process.
5. Check the **SHARE** box if you'd like to share this post with other groups or your City friends (hidden groups do not have this option or the Plaza-posting capability).
6. If your church has enabled the Plaza, you can check the **PUBLISH** box to unveil the Plaza options available to you. If you choose **PRIVATE URL**, only people who are given the page's address will be able to find it. Choose **PUBLICLY LISTED** if you want anyone to be able to find it. (For more about The City Plaza, see appendix A of this manual.)
7. You can also apply other **OPTIONS** depending on your role in the group. For more info on this feature, read *Options When Creating Content* on p. 4.12.
8. Once you're ready to post your Topic, click **CREATE**.

***Note**: If the group has more than 50 participants, please read Targeting Large-Group Emails on p. 4.14.*

Creating a Post *(continued)*



Creating a Post *(continued)*

Creating an Event

1. After expanding the **START SOMETHING** toggle, click **EVENT**.
2. Type an Event title.
3. Type an event description. And remember that you can use the formatting icons to format the display of your text.
4. Below the event description field are some additional controls for defining the event **DATE**, **ITEMS & ROLES** for the event, and whether or not the event will Repeat.

    + Date
    Under **DATE**, select the **FROM** date and time and the **TO** date and time. You can also change the event address here. It defaults to the address of your group, so if the event occurs elsewhere, make sure to change it.

    + Items & Roles
    Click **ITEMS & ROLES** for the option to **ASK GUESTS TO BRING SOMETHING** or to **CREATE ROLES**.

    Expand the **ASK GUESTS TO BRING SOMETHING** toggle and click **ADD AN ITEM,** then enter the **ITEM DESCRIPTION** and **QUANTITY**. Repeat this for as many items as you like.

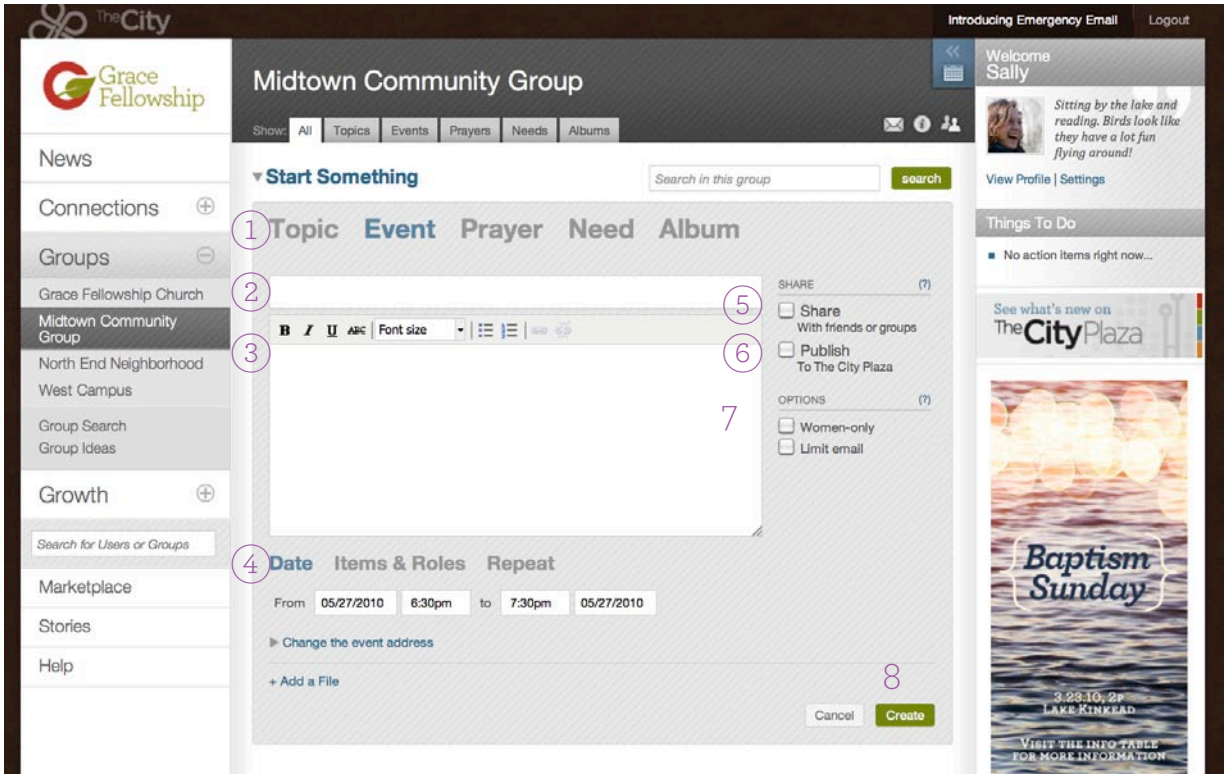
    Expand the **CREATE ROLES** toggle, click **ADD A ROLE**, then type in the name of the **ROLE**. Again, repeat as many times as you need.

    + Repeat
    Click **REPEAT** and then select the event recurrence schedule. Once you have set the event to recur, you'll then be able to enter an end date for the recurrence of the event.

5. Click the **SHARE** checkbox if you want to share this Event with other groups or City friends (hidden groups do not have this option or the Plaza-posting capability).
6. If your church has enabled the Plaza, you can check the **PUBLISH** box to unveil the Plaza options available to you. If you choose **PRIVATE URL**, only people who are given the page's address will be able to find it. Choose **PUBLICLY LISTED** if you want anyone to be able to find it. (For more about The City Plaza, see appendix A of this manual.)
7. You can also apply other Options depending on your role in the group. For more info on this feature, read *Options When Creating Content* on p. 4.12.
8. When you're ready, click **CREATE**.

Note: If the group has more than 50 participants, please read Targeting Large-Group Emails *on p. 4.14.*

Creating a Post *(continued)*

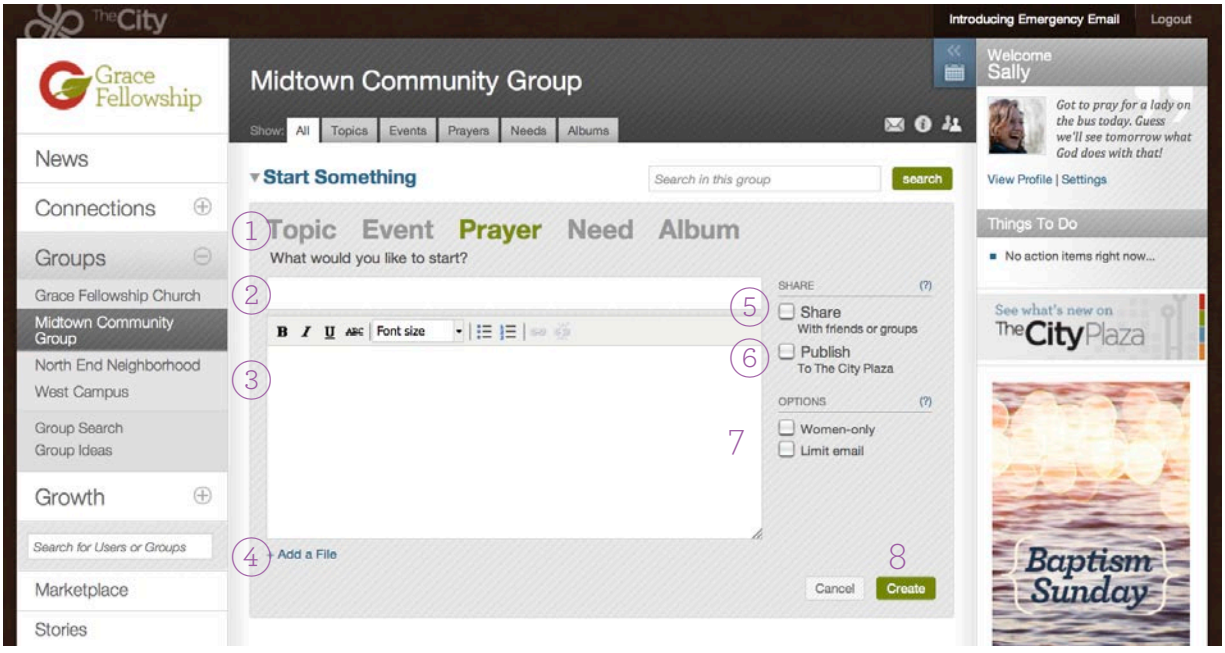


Creating a Post *(continued)*

Creating a Prayer

1. After expanding the **START SOMETHING** toggle, click **PRAYER**.
2. Type a Prayer title.
3. Type the body of your Prayer. Use the text formatting icons at the top to make your message look just like you want it to.
4. If you'd like to add a file to the Prayer, go ahead and click **+ ADD A FILE**. From there, you'll click **CHOOSE FILE**, then browse and select the file on your computer. You can add multiple files by repeating this process.
5. Check the **SHARE** box if you'd like to share this post with other groups or your City friends (hidden groups do not have this option or the Plaza-posting capability).
6. If your church has enabled the Plaza, you can check the **PUBLISH** box to unveil the Plaza options available to you. If you choose **PRIVATE URL**, only people who are given the page's address will be able to find it. Choose **PUBLICLY LISTED** if you want anyone to be able to find it. (For more about The City Plaza, see appendix A of this manual.)
7. You can also apply other **OPTIONS** depending on your role in the group. For more info on this feature, read *Options When Creating Content* on p. 4.12.
8. Once you're ready to post your Event, click **CREATE**.

***Note**: If the group has more than 50 participants, please read* Targeting Large-Group Emails *on p. 4.19.*



Tip Once you've posted your prayer request, you can update it anytime by replying to the prayer and selecting the option to **UPDATE THE ORIGINAL REQUEST**.

Creating a Post *(continued)*

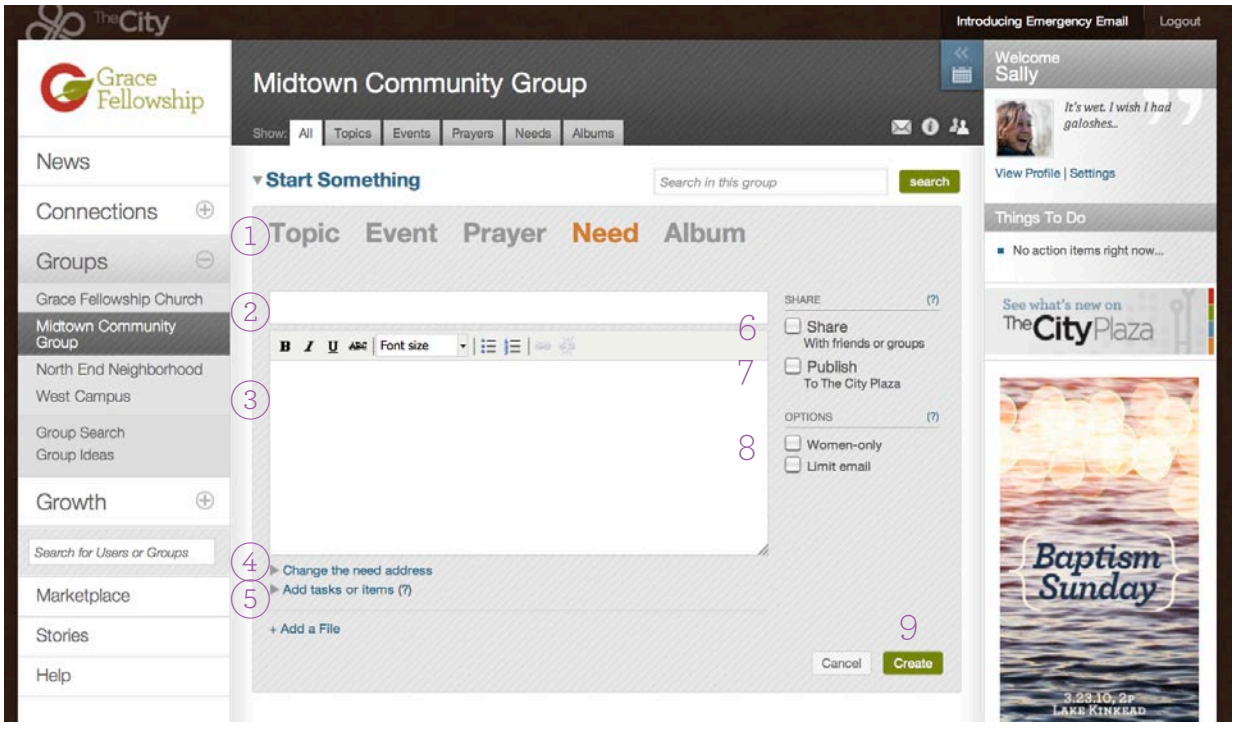
Creating a Need

1. After expanding the **START SOMETHING** toggle, click **NEED**.
2. Type a Need title.
3. Type a Need description. And remember that you can use the formatting icons to format the display of your text.
4. Click **CHANGE THE NEED ADDRESS** to expand the section and assign an address to the Need other than the default address of the group.
5. Expand the **ADD TASKS OR ITEMS** toggle, click **ADD TASK OR ITEM**, then type in the name of something associated to this Need that someone needs to do.
6. Click the **SHARE** checkbox if you want to share this Event with other groups or City friends (hidden groups do not have this option or the Plaza-posting capability).
7. If your church has enabled the Plaza, you can check the **PUBLISH** box to unveil the Plaza options available to you. If you choose **PRIVATE URL**, only people who are given the page's address will be able to find it. Choose **PUBLICLY LISTED** if you want anyone to be able to find it. (For more about The City Plaza, see appendix A of this manual.)
8. You can also apply other **OPTIONS** depending on your role in the group. For more info on this feature, read *Options When Creating Content on p. 4.12*.

If you'd like to add a file to the need, go ahead and click **+ ADD A FILE**. From there, you'll click **CHOOSE FILE**, then browse and select the file on your computer. You can add multiple files by repeating this process.

9. When you're ready, click **CREATE**.

***Note**: If the group has more than 50 participants, please read* Targeting Large-Group Emails *on p. 4.19.*



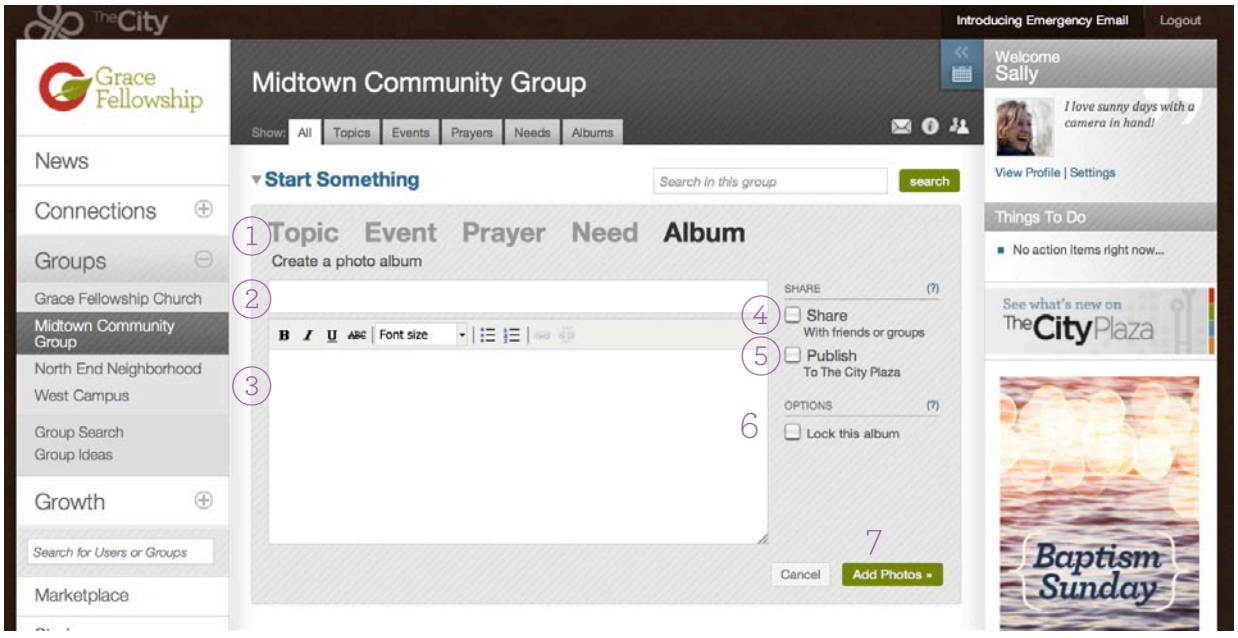
Creating a Post *(continued)*

Creating an Album

Creating Photo Albums is a great way to remember and celebrate the work of God in your group.

1. After expanding the **START SOMETHING** toggle, click **ALBUM**.
2. Type an album title.
3. Type a description of your album.
4. You can check the **SHARE** box to share this Album with your City friends and other groups (hidden groups do not have this option or the Plaza-posting capability).
5. If your church has enabled the Plaza, you can check the **PUBLISH** box to unveil the Plaza options available to you. If you choose **PRIVATE URL**, only people who are given the page's address will be able to find it. Choose **PUBLICLY LISTED** if you want anyone to be able to find it. (For more about The City Plaza, see appendix A of this manual.)
6. To keep others from adding to this Photo Album, click the **LOCK THIS ALBUM** checkbox.
7. Click **ADD PHOTOS**. This creates the Album, but you still have to add images.
8. Select **+ ADD MORE PHOTOS**, then click the **UPLOAD PHOTO** button and begin selecting the photos you'd like to attach from you computer.

***Note**: If the group has more than 50 participants, please read* Targeting Large-Group Emails *on p. 4.14.*

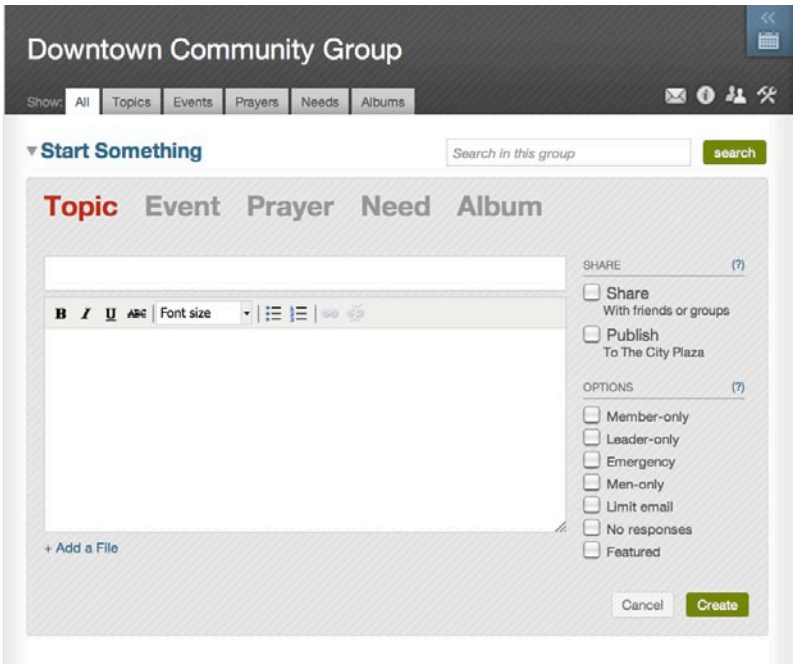


Creating a Post *(continued)*

Options for Creating Your Post

When creating a new post, to the right of the creation panel is a list of additional options you can apply to your post. Depending on your role in the group, you'll get different choices, but here are all the options you might find:

+ If you're an official "member" of your church, you can select **MEMBER-ONLY** to have your post display only for other members of the church.
+ If you're one of the group's leaders or managers, the **LEADERSHIP** checkbox gives you the opportunity to make your post only visible to leaders, managers, and volunteers, not participants.
+ If you're a man, you'll see the option **MEN-ONLY**. Of course, if you're a woman, your option will be to only allow women to see your post.
+ If you don't want to bother all your group members with an email notification when you create your post, select **LIMIT EMAIL**. The post will still be displayed on group members' news feeds and group streams, but initial email alerts will only go out to folks with their email set to **EVERYTHING**.
+ When creating a Topic, you will also have the **NO RESPONSES** option. This is great for when your topic is informational only.



Creating a Post *(continued)*

Sharing Your Content with Other Groups or Your Friends

Whenever you create a post in any of your groups, you have the option to **SHARE WITH FRIENDS OR LINKED GROUPS** by checking the box that bears that name. Sharing is your way of inviting other groups and users into a post; it makes your **TOPICS**, **EVENTS**, **PRAYERS**, **NEEDS**, and **ALBUMS** accessible to folks outside the group it was created in.

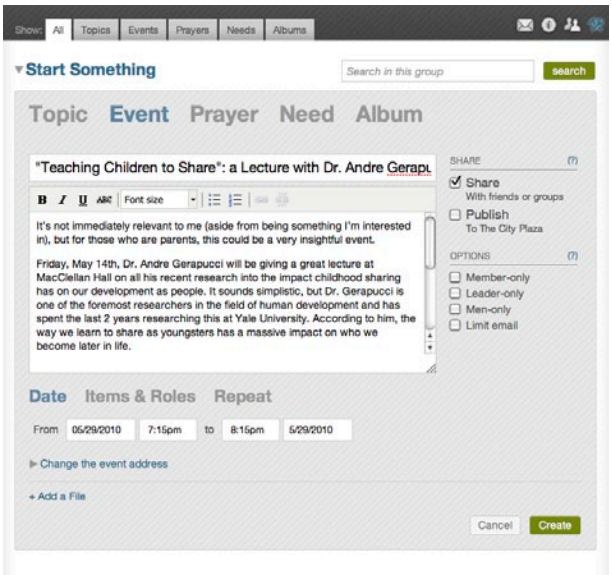
After checking the **SHARE WITH FRIENDS OR LINKED GROUPS** box and clicking the **CREATE** button to send your post out to your group, you'll find yourself at a new panel that allows you choose who to share it with. This page is broken into two segments for the average user: **FRIENDS** and **LINKED GROUPS**.

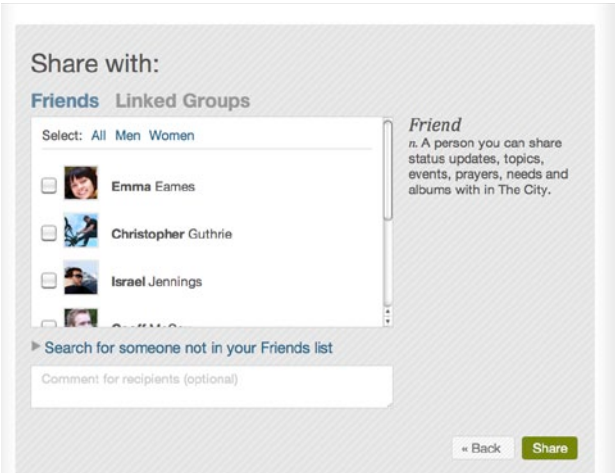
Under the **FRIENDS** heading, you'll see a complete list of your personal City friends, which allows you to quickly share with the people you talk to the most. Scroll down this list and check the boxes beside the faces of the people you'd like to share this particular post with. And if you want to share with someone not on your friends list, simply click **SEARCH FOR SOMEONE NOT IN YOUR FRIENDS LIST** and seek the person by name.

Under the **LINKED GROUPS** heading, you'll see groups to which your leader has made quick links for sharing. You can choose to share with these groups by checking the box beside each name or use the **SEARCH FOR AN UNLINKED GROUP** tool to find groups you're not currently linked to.

When you've chosen all the friends and groups you'd like to include in the post, click **SHARE**, and share requests will be sent to everyone you've chosen. Once those parties have accepted the share, they will be able to interact with your post.

***Note**: you can only choose to make a post sharable when you create it; this cannot be done after the item has been made. If you think you might like to share a post at any point in the future, remember to check the sharing box even if you don't share it with anyone immediately.*


Show: All Topics Events Prayers Needs Albums
Start Something
Search in this group
search
Topic Event Prayer Need Album
"Teaching Children to Share": a Lecture with Dr. Andre Gerapu
Font size
It's not immediately relevant to me (aside from being something I'm interested in), but for those who are parents, this could be a very insightful event.
Friday, May 14th, Dr. Andre Gerapucci will be giving a great lecture at MacClellan Hall on all his recent research into the impact childhood sharing has on our development as people. It sounds simplistic, but Dr. Gerapucci is one of the foremost researchers in the field of human development and has spent the last 2 years researching this at Yale University. According to him, the way we learn to share as youngsters has a massive impact on who we become later in life.
SHARE
Share
With friends or groups
Publish
To The City Plaza
OPTIONS
Member-only
Leader-only
Men-only
Limit email
Date Items & Roles Repeat
From 05/29/2010 7:15pm to 8:15pm 5/29/2010
Change the event address
+ Add a File
Cancel
Create

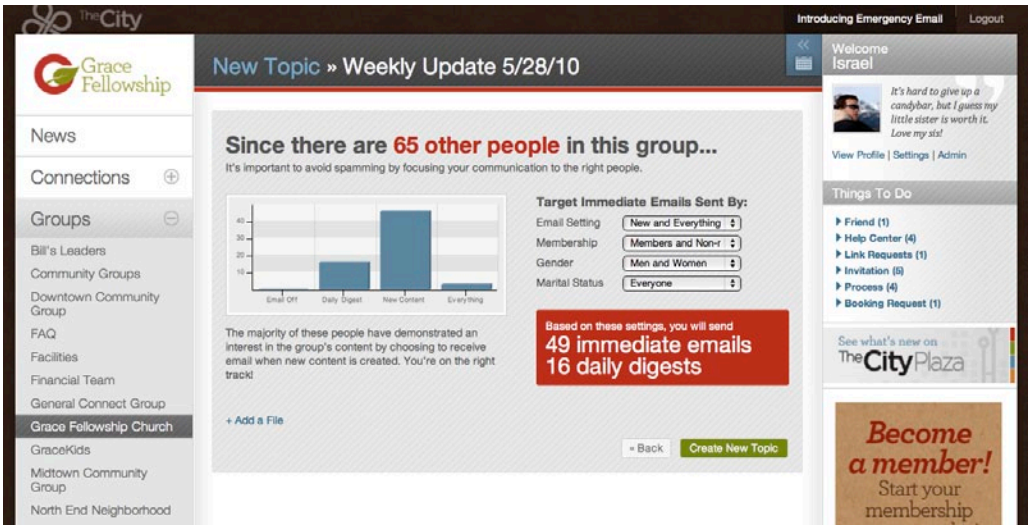

Share with:
Friends Linked Groups
Select: All Men Women
Emma Eames
Christopher Guthrie
Israel Jennings
Search for someone not in your Friends list
Comment for recipients (optional)
« Back
Share
Friend
n. A person you can share status updates, topics, events, prayers, needs and albums with in The City.

Targeting Large-Group Emails

If the group has more than 50 participants, instead of a **CREATE** button, you'll have a **NEXT STEP** button. When you click **NEXT STEP**, you'll see a graph summarizing the email settings of the group's participants. This should indicate how healthy the communication in this group is.

By default, the **EMAIL SETTING** is set to **NEW AND EVERYTHING**, and all the other setting choices are toggled to the largest populations possible, to give your post the widest impact it can have. To keep from spamming people who don't need the content of your post, however, you can refine your total number of recipients by choosing different settings. As you select options for narrowing your focus, the red block below will show you how many participants will now receive email notifications.

Remember that the choices you make here only affect the very first email alert sent for this post, and narrowing the focus of those emails doesn't stop other group participants from viewing the post or responding to it online. Only settings you choose in the **OPTIONS** list at the point of creation can affect that. This means, for example, that **TARGETING IMMEDIATE EMAILS** to only men will not send an initial email to women, but they will still be able to view the post on The City unless you also checked **MEN-ONLY** in the **OPTIONS** panel when you created the post. Initial email and accessibility are different.



Tip

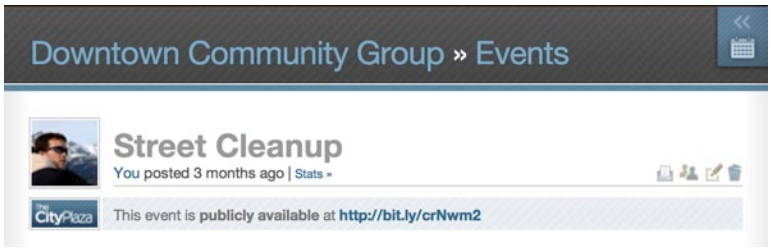
By carefully choosing how often to send email notifications related to posts, you'll maintain the trust of others in your group and encourage them to stay engaged in group communication.

Editing a Post

Being able to make a new post a crucial part of life on The City, but there's sure to be a time that that initial post isn't quite what you wanted, so there are some editing tools at your disposal to help you correct mistakes.

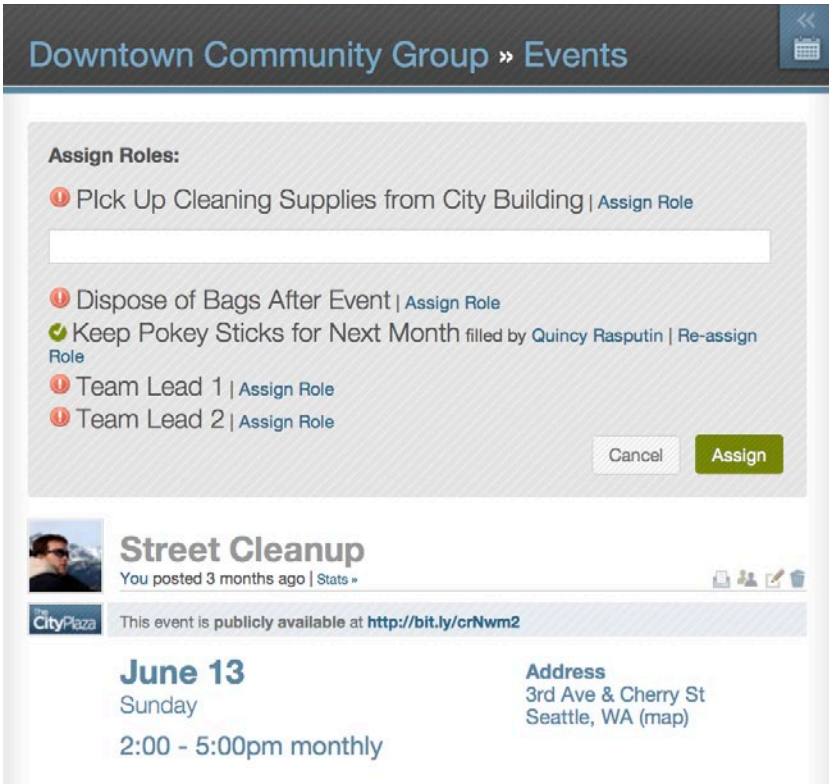
View a Printable Version of This

The little printer icon is available exclusively on Events. Because it can be handy to print out the address, date, and time of an event as a personal reminder, this type of post can be displayed in an easy-to-print format. Just click the icon.


Downtown Community Group » Events
Street Cleanup
You posted 3 months ago | Stats »
This event is publicly available at http://bit.ly/crNwm2

Assign Roles/Items

Next to the printer is an icon of two people. Depending on whether you're viewing an Event or a Need, this will say either **ASSIGN ROLES** or **ASSIGN ITEMS**. Click this to view a list of the roles (Event) or action items (Need) associated to your post. From there, you can assign or re-assign those items to people in the group.


Downtown Community Group » Events
Assign Roles:
Pick Up Cleaning Supplies from City Building | Assign Role
Dispose of Bags After Event | Assign Role
Keep Pokey Sticks for Next Month filled by Quincy Rasputin | Re-assign Role
Team Lead 1 | Assign Role
Team Lead 2 | Assign Role
Cancel
Assign
Street Cleanup
You posted 3 months ago | Stats »
This event is publicly available at http://bit.ly/crNwm2
June 13
Sunday
2:00 - 5:00pm monthly
Address
3rd Ave & Cherry St
Seattle, WA (map)

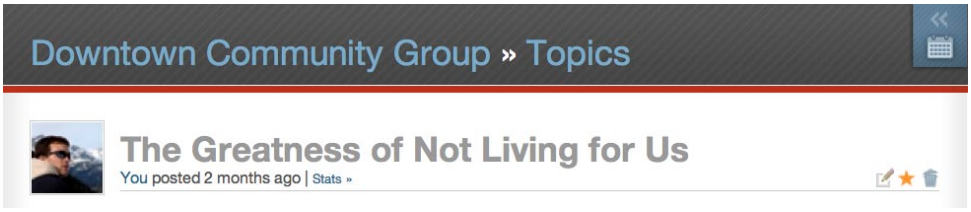
Editing a Post *(continued)*

Edit

This little paper and pencil takes you back to the **+ START SOMETHING** panel in which you initially made you post, so that you can make any textual changes or optional adjustments you need to.

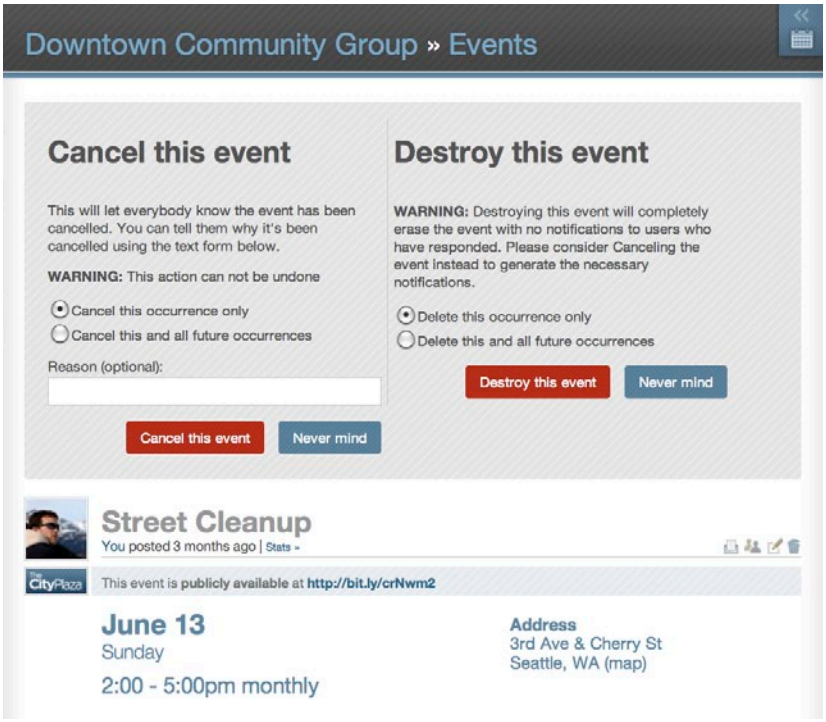
Feature

Specific to a Topic, the star icon allows you to move a post to the **FEATURED** section at the top of your group stream, where you can keep content that you want to give special attention to. Any Topic that you feature will remain in this topmost space until you click this icon again to un-feature it.



Delete

Possibly the most straightforward of these tools, the trashcan opens a panel allowing you to completely delete your post. In the case of an Event, this tool gives you the option to either cancel or destroy. Canceling an Event sends an email message to those who have RSVP'd to let them know that it won't be happening. Destroying the Event just wipes it away entirely.


Downtown Community Group » Events
Cancel this event
This will let everybody know the event has been cancelled. You can tell them why it's been cancelled using the text form below.
WARNING: This action can not be undone
Cancel this occurrence only
Cancel this and all future occurrences
Reason (optional):
Cancel this event
Never mind
Destroy this event
WARNING: Destroying this event will completely erase the event with no notifications to users who have responded. Please consider Canceling the event instead to generate the necessary notifications.
Delete this occurrence only
Delete this and all future occurrences
Destroy this event
Never mind
Street Cleanup
You posted 3 months ago | Stats »
This event is publicly available at http://bit.ly/crNwm2
June 13
Sunday
2:00 - 5:00pm monthly
Address
3rd Ave & Cherry St
Seattle, WA (map)

***Note**: **ASSIGN ROLES/ITEMS**, **EDIT**, **FEATURE**, and **DELETE** are only available to the creator of the post, group leaders, and managers.*

Icon Tray

Now let's go back to the group's header block and look at the items in your icon tray, just next to the content-filter tabs.

Your Email Settings

Click the icon to view your email settings controller for this group. Notice that this is the same controller you'll find in the **EMAIL** tab within your **SETTINGS** page.

Just slide the control to your desired setting.

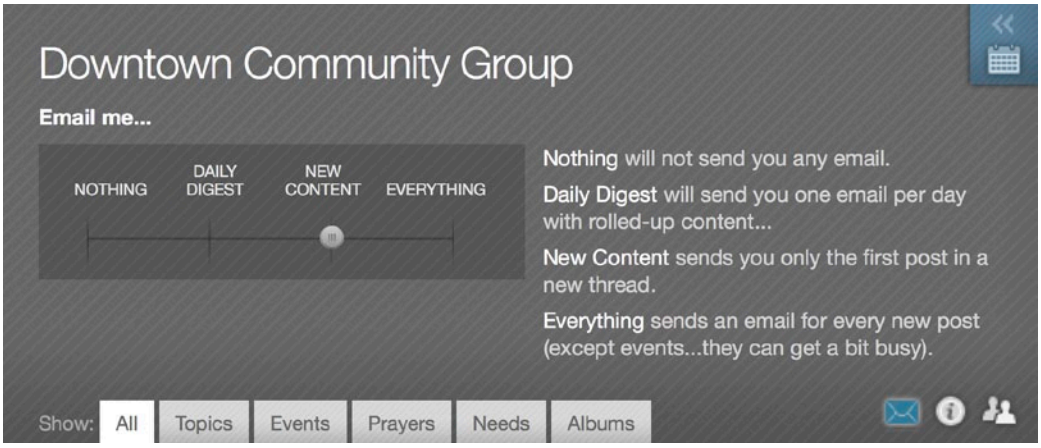
NOTHING will keep you from receiving any email notifications from this group.

DAILY DIGEST will consolidate all of this group's activity into a single, daily email. If you have more than one group set to this option, you'll receive one daily digest email that includes the activity in all those groups.

The **NEW CONTENT** setting will deliver an email notification when a new thread is created in the group.

If you choose **EVERYTHING**, you'll get an email notification whenever someone posts new content or replies to a thread. The one exception is that you will not receive an email notification every time someone RSVPs to an event listing.

If you need to leave the group, you can do that here by clicking **LEAVE GROUP**.



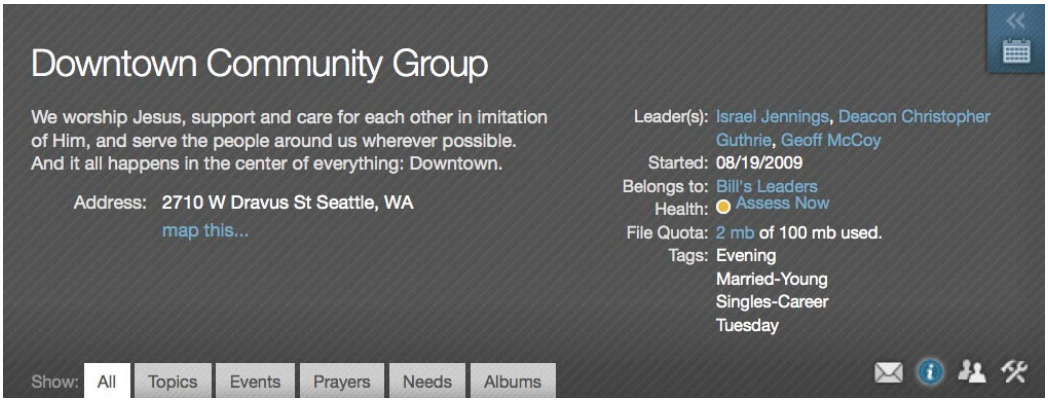
Tip You can customize your email settings for each group you're in, making it easy for you to stay engaged in the life of your groups in the way that's best for you.

Icon Tray *(continued)*

Group Information

Click the icon to view a summary of the group's information. This includes a description of the group, the group's physical address (if applicable), names of the group's leader(s), and attribute tags. Additional information may show in this area depending on the group-type and any settings customization.

If the group-type is "community group", the leader of the group has an additional field for assessing the **HEALTH** of the group. Click **ASSESS NOW** to select the group's health status (Green = "Good Health"; Yellow = "Marginal Health"; Red = "Poor Health) in each of the categories provided by your church.


Downtown Community Group
We worship Jesus, support and care for each other in imitation of Him, and serve the people around us wherever possible. And it all happens in the center of everything: Downtown.
Address: 2710 W Dravus St Seattle, WA
map this...
Leader(s): Israel Jennings, Deacon Christopher Guthrie, Geoff McCoy
Started: 08/19/2009
Belongs to: Bill's Leaders
Health: Assess Now
File Quota: 2 mb of 100 mb used.
Tags: Evening
Married-Young
Singles-Career
Tuesday
Show: All
Topics
Events
Prayers
Needs
Albums

Icon Tray *(continued)*

Group Participants

Clicking the icon will show you a list of the group's participants. Click **MANAGE PARTICIPANTS** to see a full list of group participants and manage their roles within the group.

If you need to leave the group, you can do that here by clicking **LEAVE GROUP**.

+ Inviting Others to Join a Group

You can invite someone to join the group by clicking **+ INVITE SOMEONE NEW**.

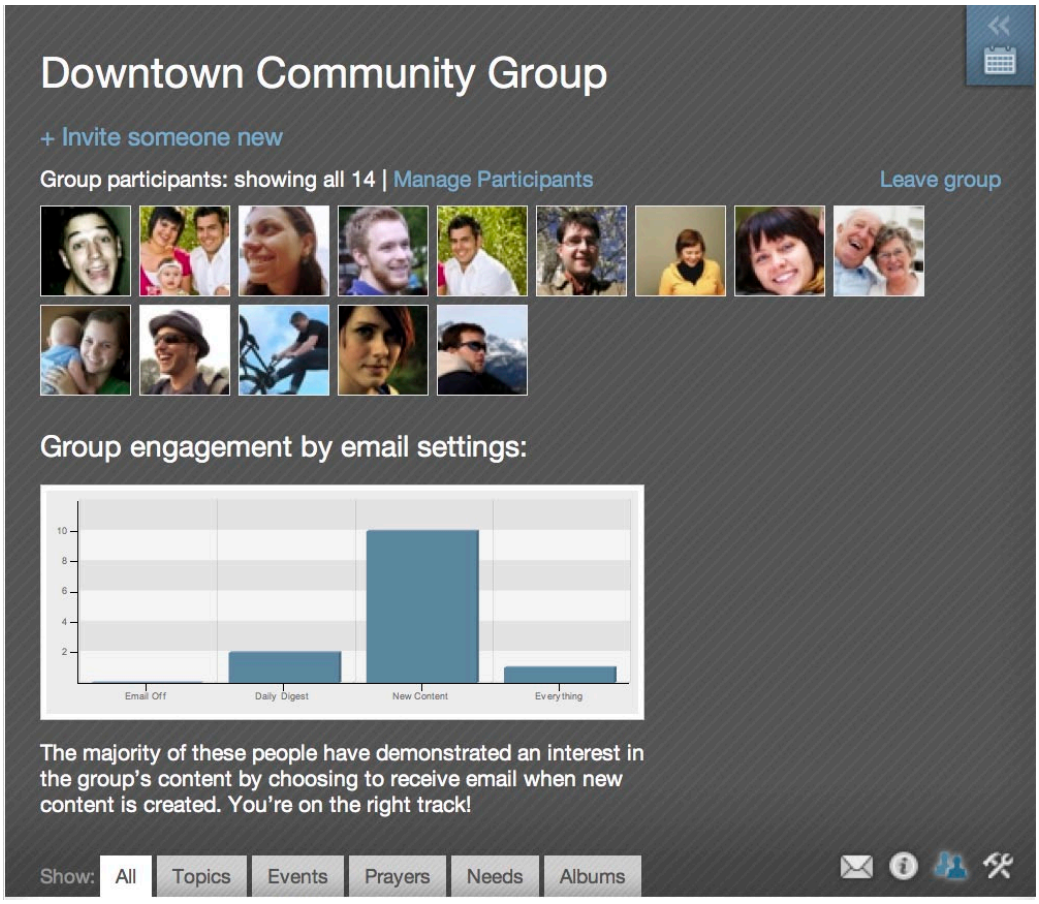
If the person you're inviting already has an account **IN THE CITY**, type their name in the **USERS BY NAME** field and select the right person from the search results, separating multiple names with commas. If your invitee is **NOT IN THE CITY**, enter and confirm their email address.

You can choose to **WRITE A MESSAGE** to the person(s) you are inviting, then click **INVITE THEM**. If you're not the group's leader, the invitation will have to be approved by the group leader before it is sent to your invitees for their acceptance.

If you invite someone to your group who isn't already in The City, accepting your invite will also enable them to join The City.

+ Group engagement by email settings

A special feature for group leaders and admins, this graph gives you an instant overview of the email settings your participants have selected for this group. This record of engagement lets you know how well people are responding to your group communications so that you can more effectively create posts and points of interaction that your users want to engage in.



Group Roles

When on the **MANAGE PARTICIPANTS** page, group **LEADERS** and **MANAGERS** have a special ability that's worth noting. They can change the roles and administrative access of the group's participants. Here are the options:

PARTICIPANT: This is your general user in a group. This person has no administrative authority and no special role within the context of this City group—even though everyone has a special role in the real world.

LEADER: A user with this role is listed as being responsible for the group and has full administrative privileges.

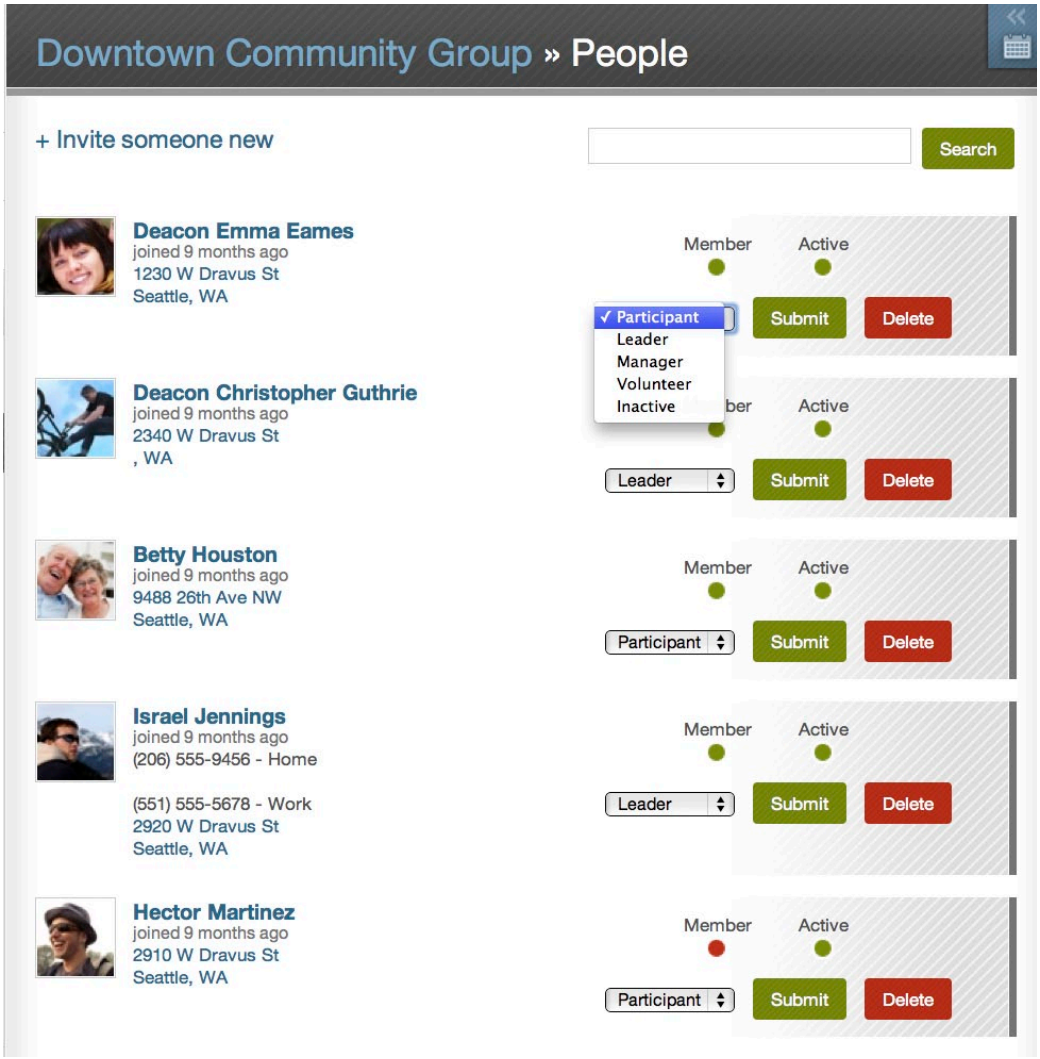
MANAGER: This user has most of the editing power of the Leader without the fancy title. The job of the Manager is to take on the day-to-day administrative responsibilities of the group to lighten the leader's load. For more information on the differences between Leaders and Managers, visit Appendix B.

VOLUNTEER: The Volunteer is sort of a middle ground between the Manager and the Participant. Having this role permits a person to view and interact with Leader-Only posts but does not allow any of the group-editing privileges of the Manager.

INACTIVE: Give this role to anyone who is no longer an active participant in the group, and they will be denied access to the group from that point on.

Whatever role you choose, select it for a user in the drop-down menu across from their personal information, then click **SUBMIT** to set your selection. And as the group changes faces over time, you can come back and change up the roles as often as need be.

Group Roles *(continued)*



Group Settings

If you're a leader or admin in the group, you'll also see the *icon in your icon tray. Click it to see your* **GROUP SETTINGS** *options.*

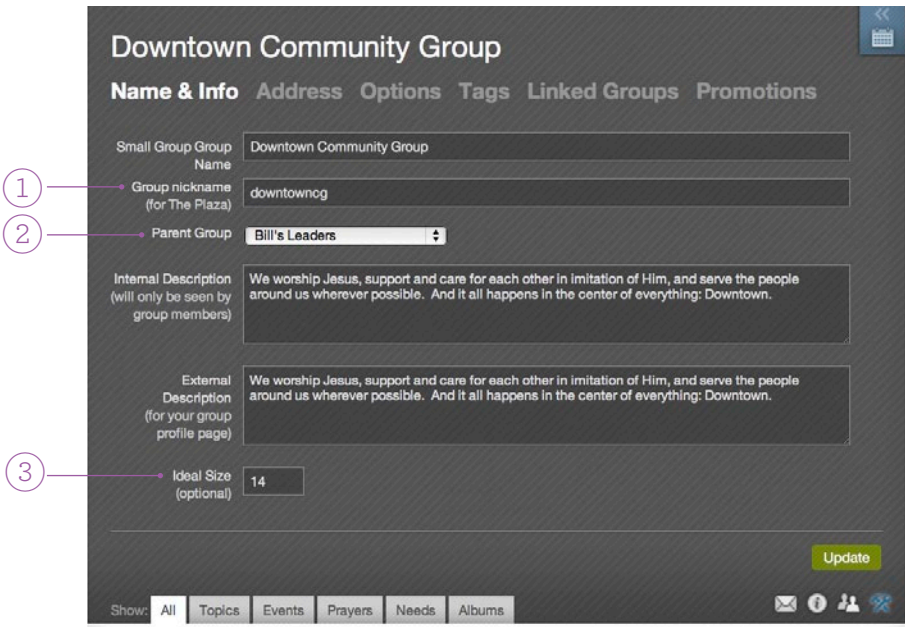
Name & Info

Most everything here is pretty self-explanatory, but there are a couple of things to note.

① First, notice the **GROUP NICKNAME** field. The name you enter here will create a custom filter for your group's Plaza content. This allows you to send people a direct URL link (*http://yourchurch.onthecity.org/plaza/yournickname*) to see just the Plaza content from your group.

② Secondly, the **PARENT GROUP** selection will have most likely been set for you and you shouldn't need to change it unless directed to do so by your church.

③ The final field to discuss here is the **IDEAL SIZE** field. This indicates the ideal number of participants in this group. If your number of participants exceeds the **IDEAL SIZE**, your group will be shown as "full" in the **GROUP SEARCH** map used by connect agents.


Downtown Community Group
Name & Info
Address
Options
Tags
Linked Groups
Promotions
Small Group Group Name
Downtown Community Group
1
Group nickname (for The Plaza)
downtowncg
2
Parent Group
Bill's Leaders
Internal Description (will only be seen by group members)
We worship Jesus, support and care for each other in imitation of Him, and serve the people around us wherever possible. And it all happens in the center of everything: Downtown.
External Description (for your group profile page)
We worship Jesus, support and care for each other in imitation of Him, and serve the people around us wherever possible. And it all happens in the center of everything: Downtown.
3
Ideal Size (optional)
14
Update
Show:
All
Topics
Events
Prayers
Needs
Albums

Group Settings *(continued)*

① Address

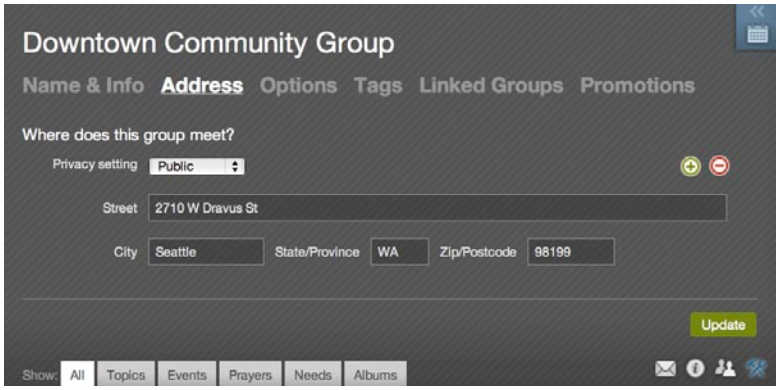
Use this option to add or edit the group's address. You can add multiple addresses if you like, but the first address entered will be the default address for the group. After you've added or edited an address, be sure to click **UPDATE**.

② Options

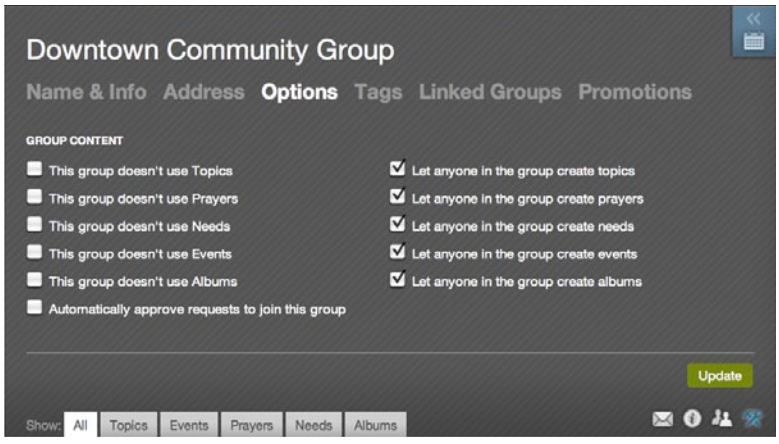
When you select **OPTIONS**, you'll have the ability to select which content-types will be available to the group. You can also choose to allow anyone in the group to create any of the content-types.

If you'd prefer, you can also choose to **AUTOMATICALLY APPROVE REQUESTS TO JOIN THIS GROUP**. If this option is selected, people who ask to join the group will become group participants without a group leader or admin having to approve their request.

①



②



***Note**: your group will only show up on the community map if you set the address as **PUBLIC**. Anything else will not appear.*

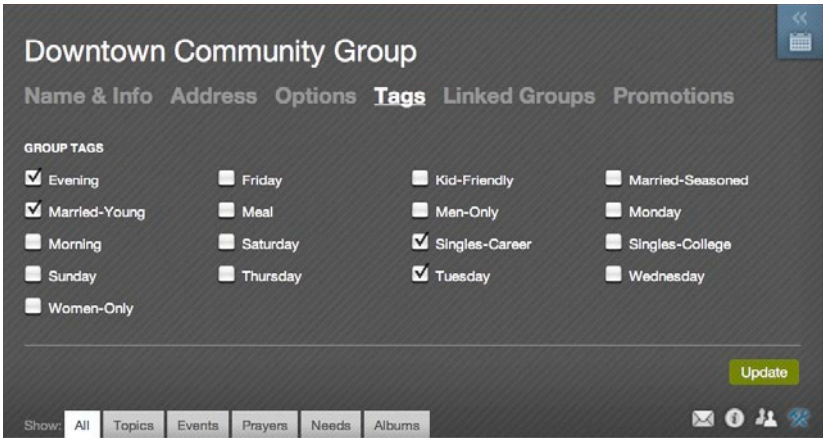
Tip Select which content-types are available and who can create them to focus the direction of your group.

Group Settings *(continued)*

Tags

Click **TAGS** to see a list of attribute tags defined by your church. Just select any tags that describe your group, then click **UPDATE**.

When people are searching for a group, the tags you selected can help indicate whether your group is a good fit.

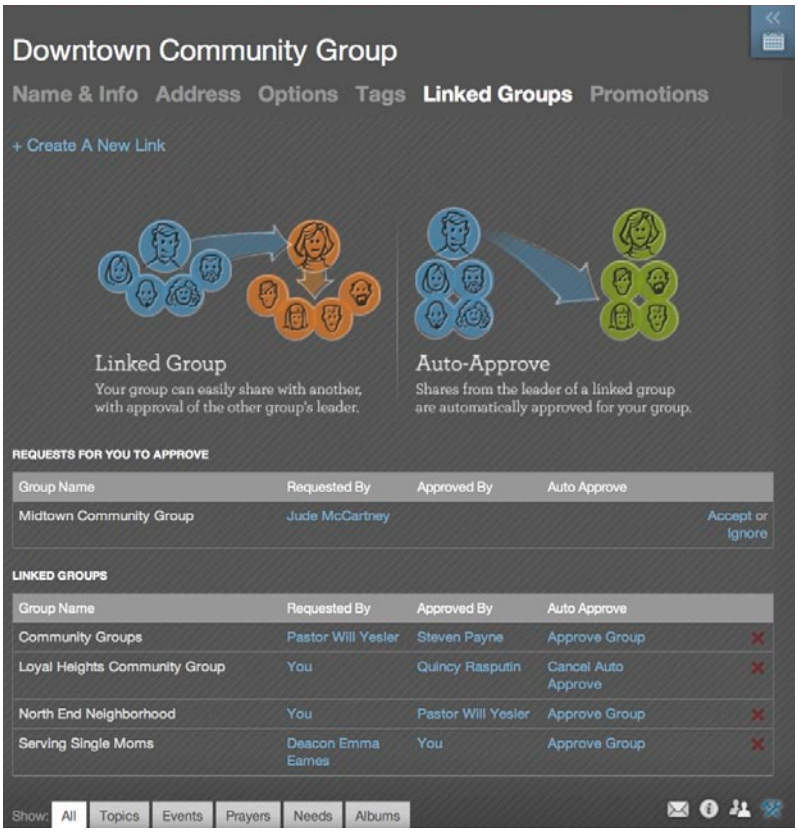


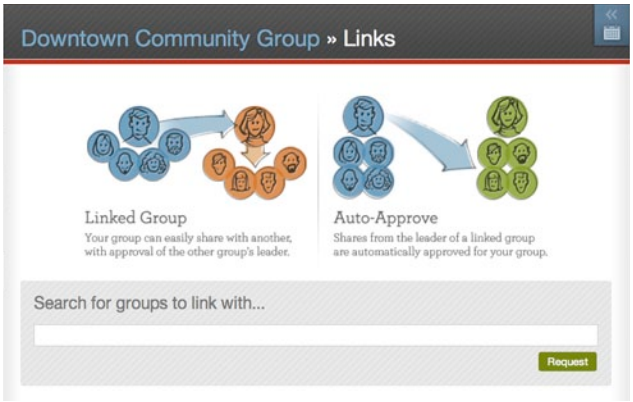
Group Settings *(continued)*

Linked Groups

As the Leader or manager, you have the ability to create "links" to other groups with whom you often shares posts. In coming pages, we'll look at what this means, but for now, here's how it's done.

1. You can add your first link by clicking **+ CREATE A NEW LINK**, entering a group name in the provided field, and clicking **REQUEST**.

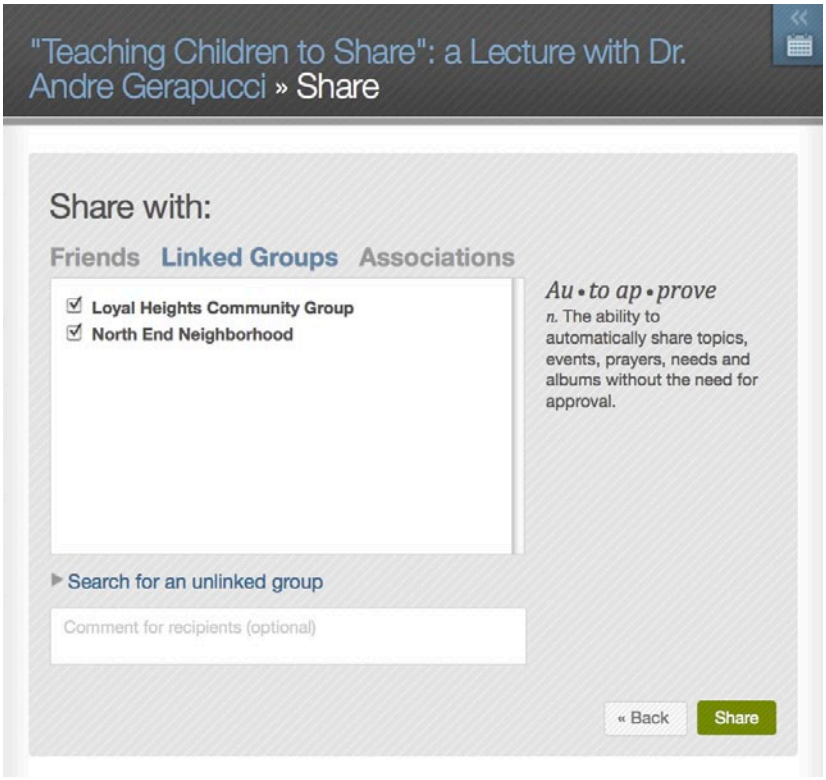



Downtown Community Group » Links
Linked Group
Your group can easily share with another, with approval of the other group's leader.
Auto-Approve
Shares from the leader of a linked group are automatically approved for your group.
Search for groups to link with...
Request

2. When you receive a link request, it will appear toward the bottom of the panel for your approval. (This also appears in your Things To Do list.*)

Group Settings *(continued)*

3. If you already have some links established, you'll see a list of your current **LINKED GROUPS** at the bottom of the panel.
4. Beside each group you've already linked to, you have the option to **AUTO-APPROVE** the posts that they share with you.


"Teaching Children to Share": a Lecture with Dr. Andre Gerapucci » Share
Share with:
Friends
Linked Groups
Associations
Loyal Heights Community Group
North End Neighborhood
Au • to ap • prove
n. The ability to automatically share topics, events, prayers, needs and albums without the need for approval.
Search for an unlinked group
Comment for recipients (optional)
« Back
Share

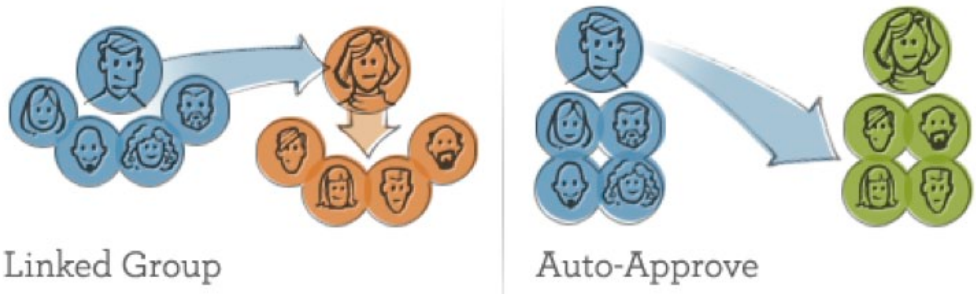
Group Settings *(continued)*

Linked Groups vs. Auto-Approved Linked Groups

Linking to a group adds it to a list of groups that your group regularly shares with and provides an easy-to-use checkbox for adding that group to any shared items you create. Regardless of whether or not a group is linked to yours, though, the leader or manager of your group and theirs still have to approve whatever posts are shared between you before they will appear in the receiving group.

Auto-approval is the next step up from a simple linked group. Choosing to auto-approve a linked group will automatically accept any and all content they want to share with your group; this signifies your trust in them to share only high-quality items. When you auto-approve a group, here are some things to remember:

+ you always retain the ability to reject shared items, even after they've been auto-approved
+ the auto-approval itself can always be turned off if the sending group is not responsible with their sharing practices
+ if the receiving group is 50 people or larger, the person sending the share will have opportunity to focus email alerts to users in the receiving group who will be most impacted by it



Group Settings *(continued)*

Promotions

① Click **PROMOTIONS** to make a new promotion that will display to your group members when they're logged in to The City.

② Click **+ MAKE A NEW PROMOTION**.

③ Next, click **CHOOSE FILE**, then locate and select your promotion image file on your computer. When creating your promotional image, it's best to set the width at 180 pixels.

④ Enter the URL of the page you want the promotion to link to. This can be a URL for a page on The City or a webpage outside The City.

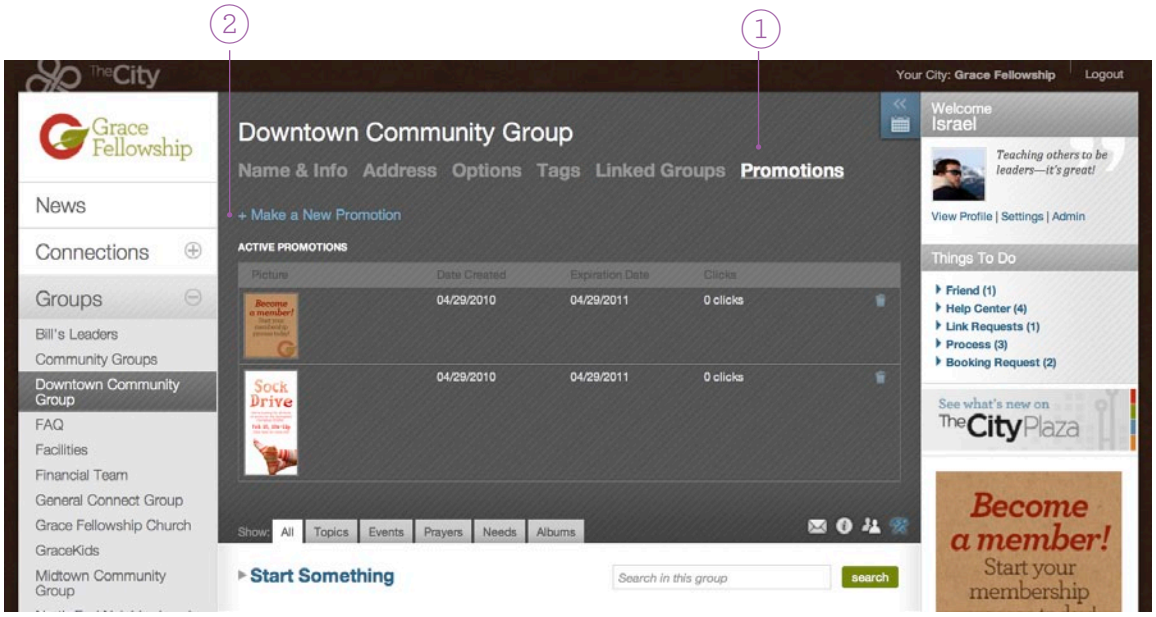
⑤ Enter an **EXPIRATION DATE**. Your promotion will expire and stop being displayed after this date. This is a great way to make sure that your promotional messages don't continue to show after they are no longer relevant. If you don't enter an **EXPIRATION DATE** the promotion will continue to display until you manually deactivate it.

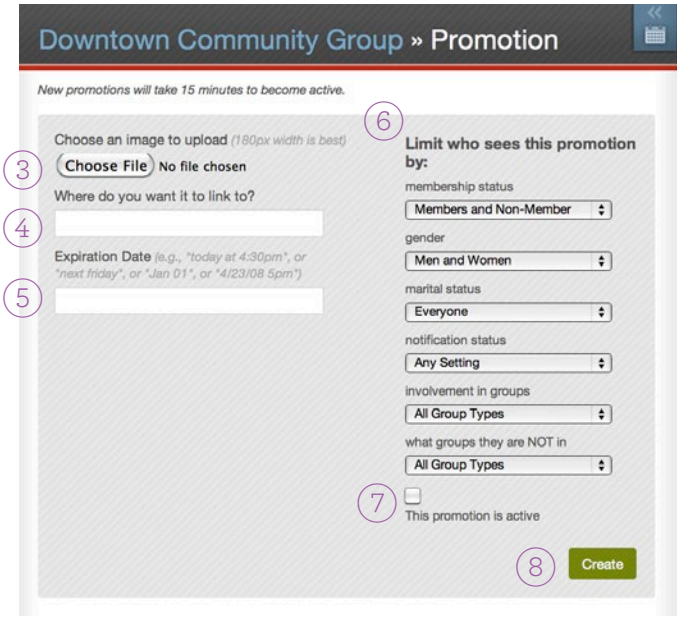
⑥ You can also **LIMIT WHO SEES THIS PROMOTION**. This helps you refine the focus of your promotion to only show to those users for whom the message is relevant. Only those users who meet all of the selected criteria will be shown the promotion.

⑦ Finally, be sure to check the box that indicates **THIS PROMOTION IS ACTIVE**,

⑧ Then click **CREATE**.

Group Settings *(continued)*





Tip By limiting who sees a promotion, you'll deliver important messages to the right people and build The City into a trusted source of relevant information.

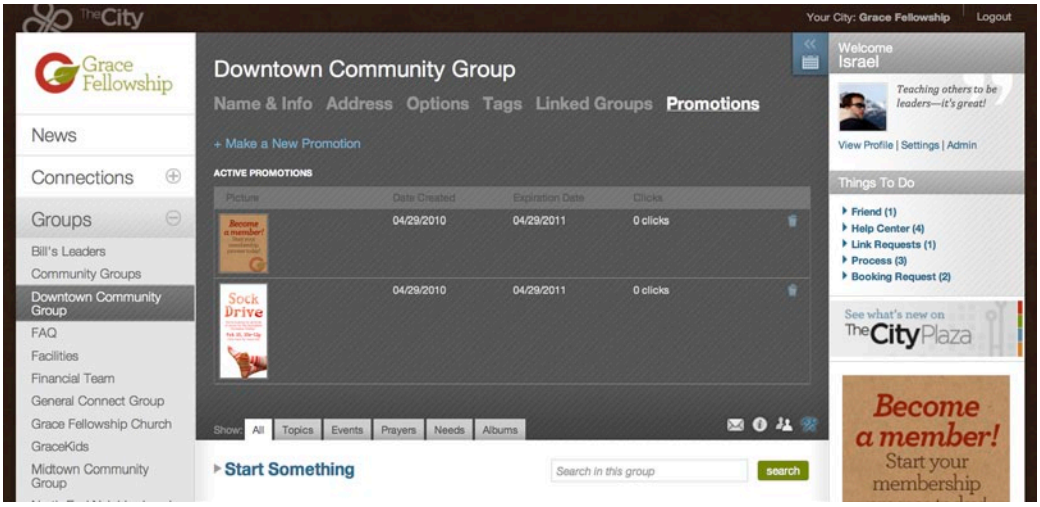
Group Settings *(continued)*

Managing Promotions

Once you've created promotions in your group, you'll be able to see lists of your **ACTIVE PROMOTIONS** and **INACTIVE PROMOTIONS**. For each promotion, you'll see the **PICTURE**, the **DATE CREATED**, **EXPIRATION DATE**, and number of **CLICKS** generated by the promotion.

Click on the picture of the promotion to edit any of its settings.

When you're ready to remove the promotion completely, click the trash can icon. If a promotion is re-usable, though, it might be a good idea to deactivate it rather than delete it, then reactivate it when you want to show the promotion again.

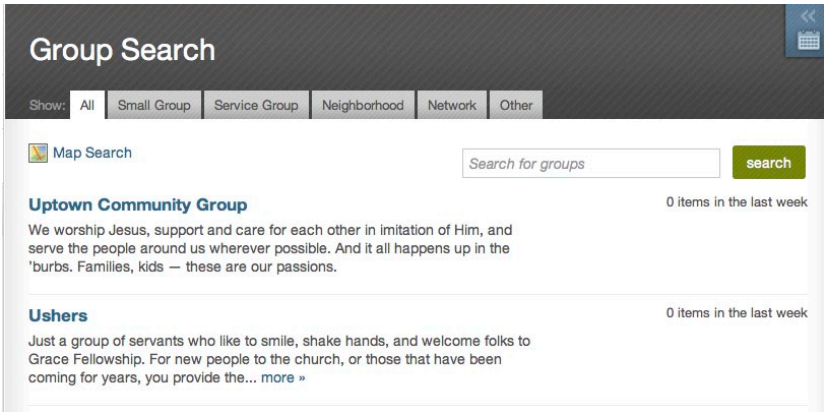


Tip Keep track of the number of clicks a promotion generates to measure success and refine your communication strategy.

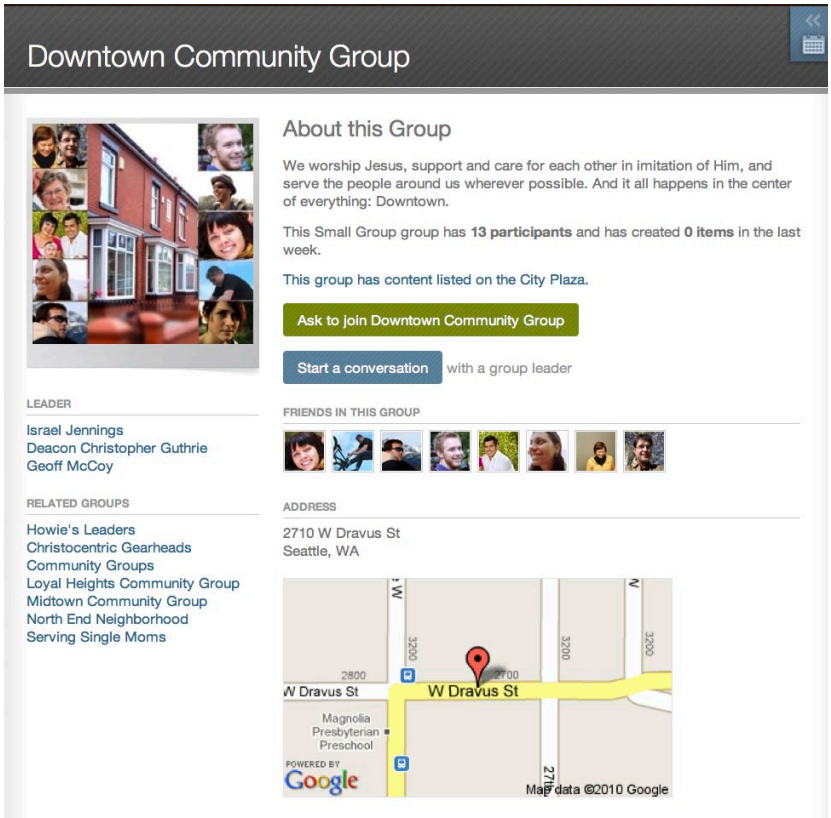
Group Search

So, now you know all there is to know about interacting in a group on The City, but what if you aren't in many groups? Well, we can fix that in no time.

Select **GROUP SEARCH** from the **GROUPS** menu. Here you'll see a list of **ALL** the groups in your church, or you can sort the list by group-type. You can click **MAP SEARCH** to show the active list of groups on a map, or you can **SEARCH FOR GROUPS** using the text search utility.


Group Search
Show:
All
Small Group
Service Group
Neighborhood
Network
Other
Map Search
Search for groups
search
Uptown Community Group
0 items in the last week
We worship Jesus, support and care for each other in imitation of Him, and serve the people around us wherever possible. And it all happens up in the 'burbs. Families, kids — these are our passions.
Ushers
0 items in the last week
Just a group of servants who like to smile, shake hands, and welcome folks to Grace Fellowship. For new people to the church, or those that have been coming for years, you provide the... more »

In the **SEARCH RESULTS** you can click the **MORE** link to see the full description of a group, or click on the group name to see a bit more information and **ASK TO JOIN** or **START A CONVERSATION WITH A GROUP LEADER**.


Downtown Community Group
About this Group
We worship Jesus, support and care for each other in imitation of Him, and serve the people around us wherever possible. And it all happens in the center of everything: Downtown.
This Small Group group has 13 participants and has created 0 items in the last week.
This group has content listed on the City Plaza.
Ask to join Downtown Community Group
Start a conversation
with a group leader
LEADER
Israel Jennings
Deacon Christopher Guthrie
Geoff McCoy
FRIENDS IN THIS GROUP
RELATED GROUPS
Howie's Leaders
Christocentric Gearheads
Community Groups
Loyal Heights Community Group
Midtown Community Group
North End Neighborhood
Serving Single Moms
ADDRESS
2710 W Dravus St
Seattle, WA
W Dravus St
Magnolia Presbyterian Preschool
Google
Map data ©2010 Google

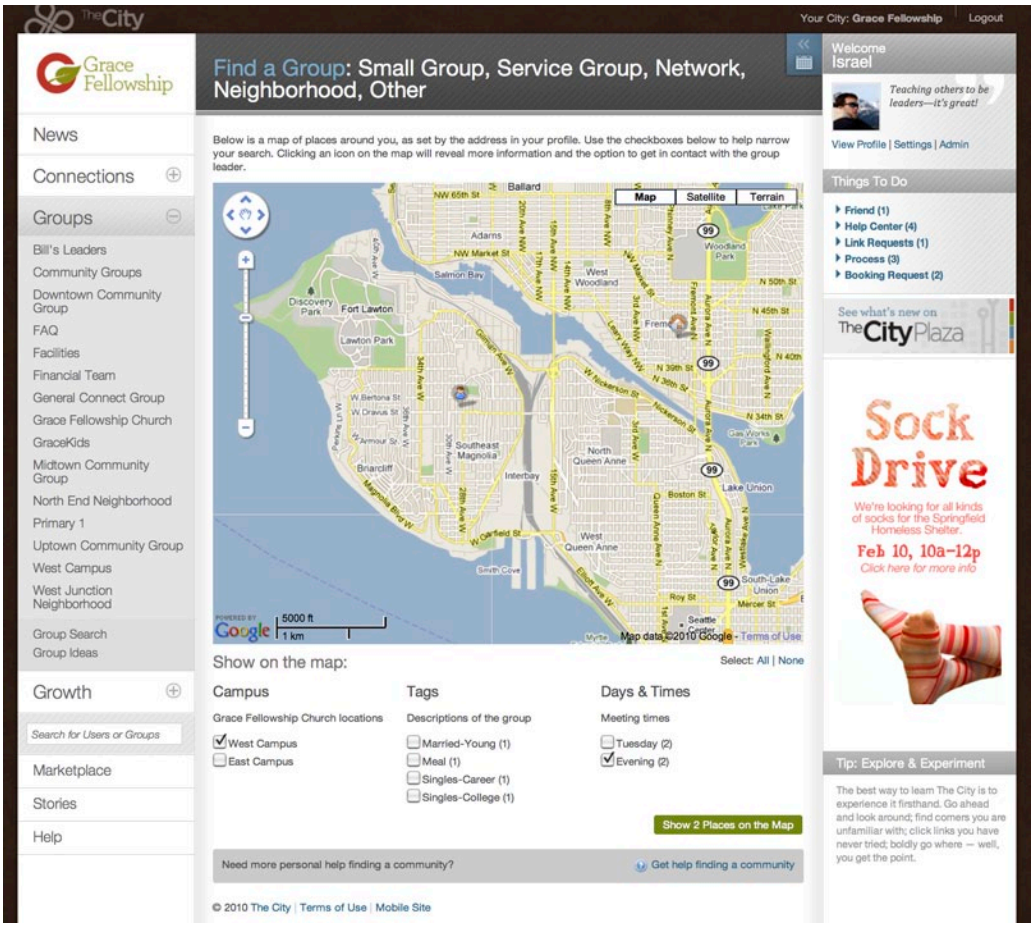
Group Search *(continued)*

The Find-A-Group Map

For more visual learners, clicking **MAP SEARCH** on the **GROUP SEARCH** page will take you to the **FIND A GROUP** map, an alternative way to search for a small group.

On this page, you can see where all the small groups in your church are located, starting with your own neighborhood. You can click the checkboxes below the map to narrow down the search to only groups marked with the tags you're looking for, and as you do, the **SHOW PLACES ON THE MAP** button will reflect how many group s meet your criteria.

Once you've narrowed down your search to just the type of group you're seeking, click that **SHOW PLACES ON THE MAP** button to display your findings on the map and see how close those groups are to your location. Then click one of them on the map to see more information, link to their visible group page, and maybe start a conversation with the leader.

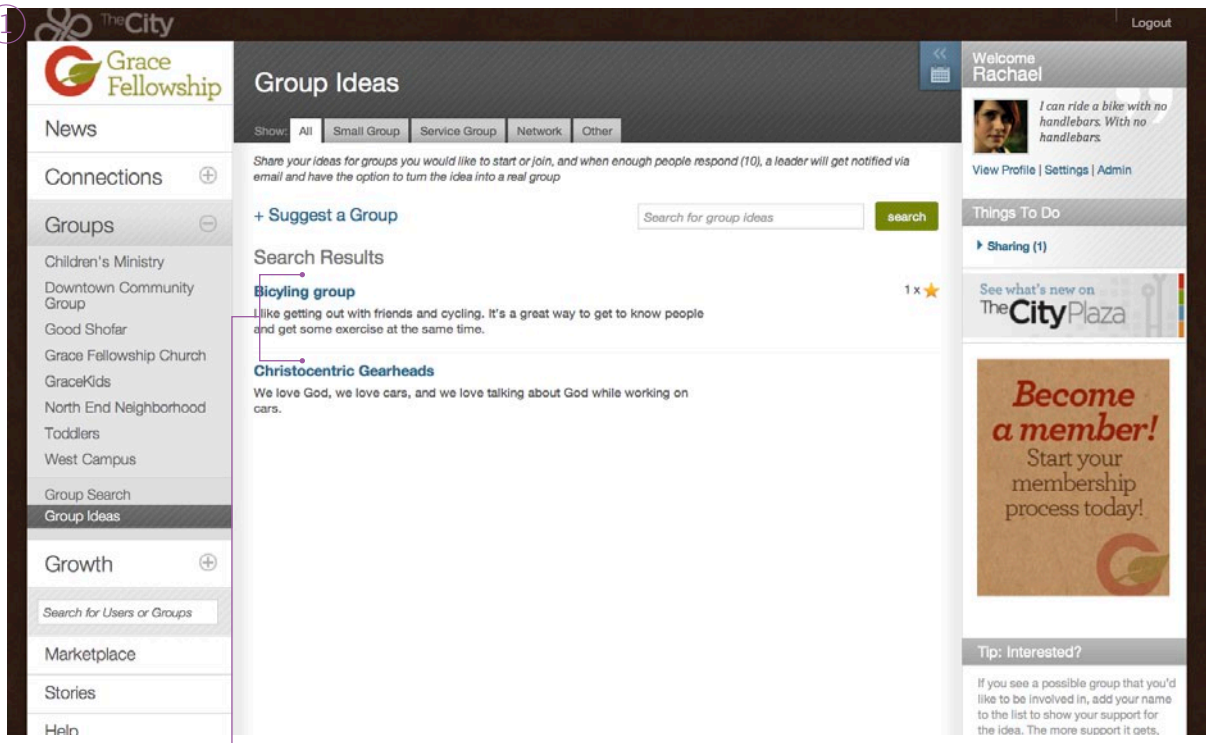


Group Ideas

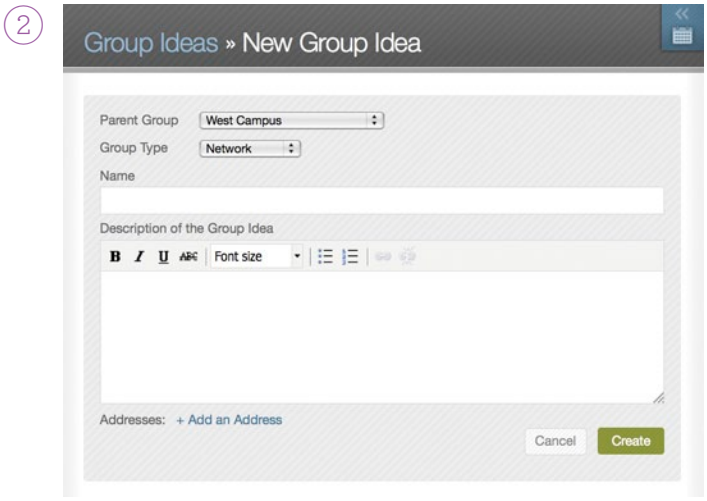
What if you're looking for a particular type of group but can't find in using the **GROUP SEARCH** *tool? You guessed it, we've thought of that too.*

① Select **GROUP IDEAS** from the **GROUPS** menu. This tool allows people to **SUGGEST A GROUP** and allows other people to indicate their interest in the idea. Church leadership can then decide to create the group.

② To make a group suggestion of your own, click **SUGGEST A GROUP**, select the **PARENT GROUP**, **GROUP TYPE**, type a **NAME** and **DESCRIPTION OF THE GROUP IDEA**, then click **CREATE**.


1
TheCity
Logout
Grace Fellowship
News
Connections
Groups
Children's Ministry
Downtown Community Group
Good Shofar
Grace Fellowship Church
GraceKids
North End Neighborhood
Toddlers
West Campus
Group Search
Group Ideas
Growth
Search for Users or Groups
Marketplace
Stories
Help
Group Ideas
Show: All Small Group Service Group Network Other
Share your ideas for groups you would like to start or join, and when enough people respond (10), a leader will get notified via email and have the option to turn the idea into a real group
+ Suggest a Group
Search for group ideas
search
Search Results
Bicyling group
1 x
I like getting out with friends and cycling. It's a great way to get to know people and get some exercise at the same time.
Christocentric Gearheads
We love God, we love cars, and we love talking about God while working on cars.
Welcome Rachael
I can ride a bike with no handlebars. With no handlebars.
View Profile | Settings | Admin
Things To Do
Sharing (1)
See what's new on TheCityPlaza
Become a member! Start your membership process today!
Tip: Interested?
If you see a possible group that you'd like to be involved in, add your name to the list to show your support for the idea. The more support it gets,

If you see a group idea you're interested in the **SEARCH RESULTS**, be sure to support the idea so that it will have a better chance of becoming a group. To support the idea, click on the name of the group, check the box labeled **I AM INTERESTED IN THIS IDEA**, type a response, then click **SUBMIT YOUR RESPONSE**.



GROWTH

Growth

In addition to helping you make connections to other people and live in the community of groups, The City also provides opportunities to deepen your spiritual growth. That's where the **GROWTH** *menu comes into play.*

Journal

This is a simple tool that can have a profound impact as you create a record of God's work in your life. If you choose, you can also share the experiences and insights recorded in your journal as an encouragement to others.

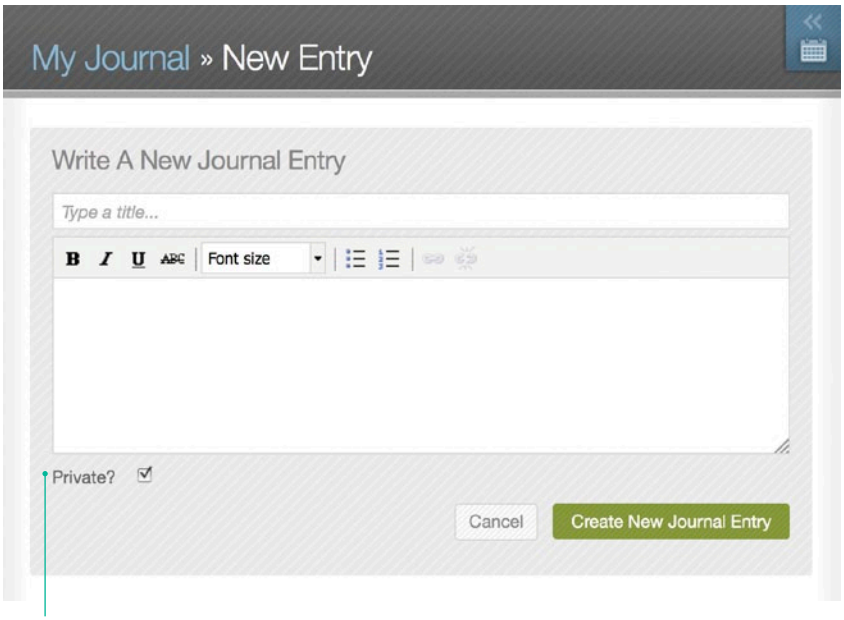
Select **JOURNAL** from the **GROWTH** menu.

You can **SEARCH YOUR JOURNAL ENTRIES** using the search utility, and view past journal entries. Click on a journal entry to view it, where you'll also have the option to edit or delete the entry.

To add a new journal entry, click **+ WRITE A NEW ENTRY**.

From there, just type a title and then write your journal entry. You can even format the text if you like, using the formating icons.

When you're done with your entry, click **CREATE NEW JOURNAL ENTRY**.



By default, your journal entry is **PRIVATE**, but you can deselect that setting if you'd like an entry to show on your public profile page and in your friends' News Feeds.

Tip Creating public journal entries recording God's work in your life can be powerful for your growth, and just might encourage someone else, too!

Growth *(continued)*

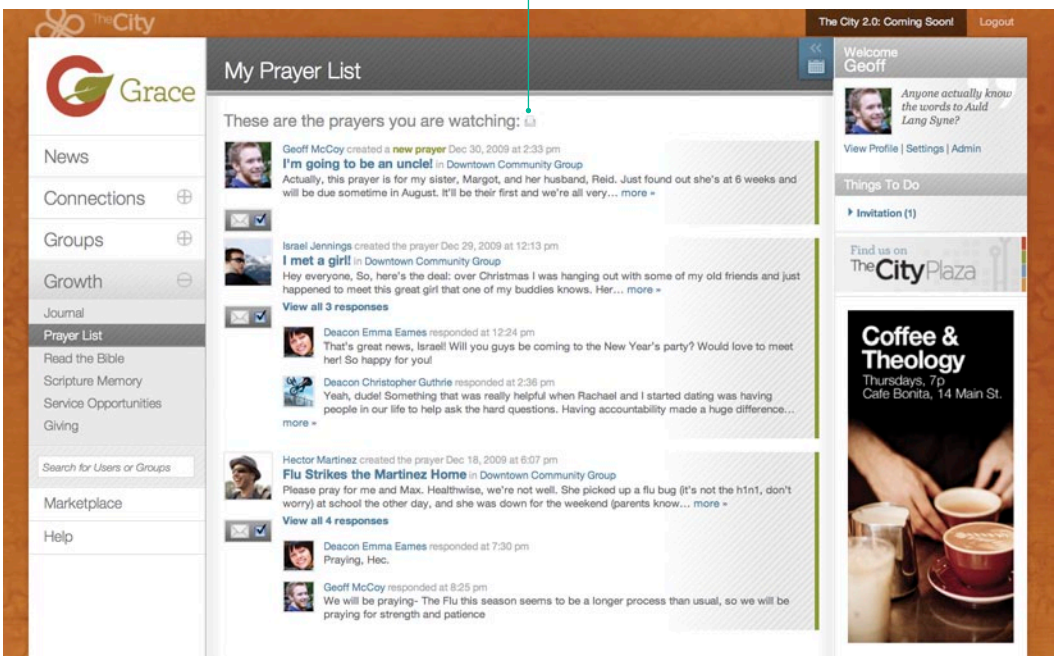
Prayer List

Your **PRAYER LIST** makes it easier for you to quickly review all the prayer requests you're watching, by compiling them into a single list. When you respond or choose to watch a prayer request, it will automatically be added to your **PRAYER LIST**.

Prayers are displayed in a stream, just like content in your **NEWS FEED** or group stream, so you can see the full original post as well as the 2 most recent responses. To view all responses or to respond yourself, just click on the prayer.

You can easily remove prayers from the list by deselecting the icon, and you can add any prayer from any group to your list simply by responding or choosing to watch the prayer by selecting the corresponding watch icon.

Clicking the printer icon generates a printer-friendly version of the list that you can use as an offline reminder to pray.


The City
The City 2.0: Coming Soon!
Logout
Grace
My Prayer List
Welcome Geoff
Anyone actually know the words to Auld Lang Syne?
View Profile | Settings | Admin
News
Connections
Groups
Growth
Journal
Prayer List
Read the Bible
Scripture Memory
Service Opportunities
Giving
Search for Users or Groups
Marketplace
Help
These are the prayers you are watching:
Geoff McCoy created a new prayer Dec 30, 2009 at 2:33 pm
I'm going to be an uncle! in Downtown Community Group
Actually, this prayer is for my sister, Margot, and her husband, Reid. Just found out she's at 6 weeks and will be due sometime in August. It'll be their first and we're all very... more »
Israel Jennings created the prayer Dec 29, 2009 at 12:13 pm
I met a girl! in Downtown Community Group
Hey everyone, So, here's the deal: over Christmas I was hanging out with some of my old friends and just happened to meet this great girl that one of my buddies knows. Her... more »
View all 3 responses
Deacon Emma Eames responded at 12:24 pm
That's great news, Israel! Will you guys be coming to the New Year's party? Would love to meet her! So happy for you!
Deacon Christopher Guthrie responded at 2:36 pm
Yeah, dude! Something that was really helpful when Rachael and I started dating was having people in our life to help ask the hard questions. Having accountability made a huge difference...
more »
Hector Martinez created the prayer Dec 18, 2009 at 6:07 pm
Flu Strikes the Martinez Home in Downtown Community Group
Please pray for me and Max. Healthwise, we're not well. She picked up a flu bug (it's not the h1n1, don't worry) at school the other day, and she was down for the weekend (parents know... more »
View all 4 responses
Deacon Emma Eames responded at 7:30 pm
Praying, Hec.
Geoff McCoy responded at 8:25 pm
We will be praying- The Flu this season seems to be a longer process than usual, so we will be praying for strength and patience
Things To Do
Invitation (1)
Find us on The City Plaza
Coffee & Theology
Thursdays, 7p
Cafe Bonita, 14 Main St.

Growth *(continued)*

Read the Bible

Each day, this page is updated with a new set of Biblical passages, giving you a handy guide for reading through the Bible. To hear a reading of the passage, just click the **LISTEN** link.

The City
Grace Fellowship
The City 2.0: Coming Soon!
Logout
Daily Bible Reading for 01/09/2010
Welcome
Deacon Christopher
News
Connections
Groups
Growth
Journal
Prayer List
Read the Bible
Scripture Memory
Service Opportunities
Giving
Search for Users or Groups
Marketplace
Help
← Previous Day | Next Day →
Genesis 9-10 Listen
9:1 And God blessed Noah and his sons and said to them, "Be fruitful and multiply and fill the earth. 2 The fear of you and the dread of you shall be upon every beast of the earth and upon every bird of the heavens, upon everything that creeps on the ground and all the fish of the sea. Into your hand they are delivered. 3 Every moving thing that lives shall be food for you. And as I gave you the green plants, I give you everything. 4 But you shall not eat flesh with its life, that is, its blood. 5 And for your lifeblood I will require a reckoning: from every beast I will require it and from man. From his fellow man I will require a reckoning for the life of man.
6 "Whoever sheds the blood of man,
by man shall his blood be shed,
for God made man in his own image.
7 And you, be fruitful and multiply, teem on the earth and multiply in it."
8 Then God said to Noah and to his sons with him, 9 "Behold, I establish my covenant with you and your offspring after you, 10 and with every living creature that is with you, the birds, the livestock, and every beast of the earth with you, as many as came out of the ark; it is for every beast of the earth. 11 I establish my covenant with you, that never again shall all flesh be cut off by the waters of the flood, and never again shall there be a flood to destroy the earth." 12 And God said, "This is the sign of the covenant that I make between me and you and every living creature that is with you, for all future generations: 13 I have set my bow in the cloud, and it shall be a sign of the covenant between me and the earth. 14 When I bring clouds over the earth and the bow is seen in the clouds, 15 I will remember my covenant that is between me and you and every living creature of all flesh. And the waters shall never again become a flood to destroy all flesh. 16 When the bow is in the clouds, I will see it and remember the everlasting covenant between God and every living creature of all flesh that is on the earth." 17 God said to Noah, "This is the sign of the covenant that I have established between me and all flesh that is on the earth."
18 The sons of Noah who went forth from the ark were Shem, Ham, and Japheth. (Ham was the father of Canaan.) 19 These three were the sons of Noah, and from these the people of the whole earth were dispersed.
Type a title...
Private?
Create New Journal Entry
© 2010 The City | Mobile Site
Things To Do
Process (1)
See what's new on
The City Plaza
PSALMS
THE FIGHT FOR JOY
A NEW SERIES BEGINS JAN. 24

You can also create a journal entry to record your reflections on each day's reading. Any journal entries you create here will be added to your **JOURNAL** page.

Tip Listening to the daily Bible readings can allow you to tend to other activities while hearing God's word.

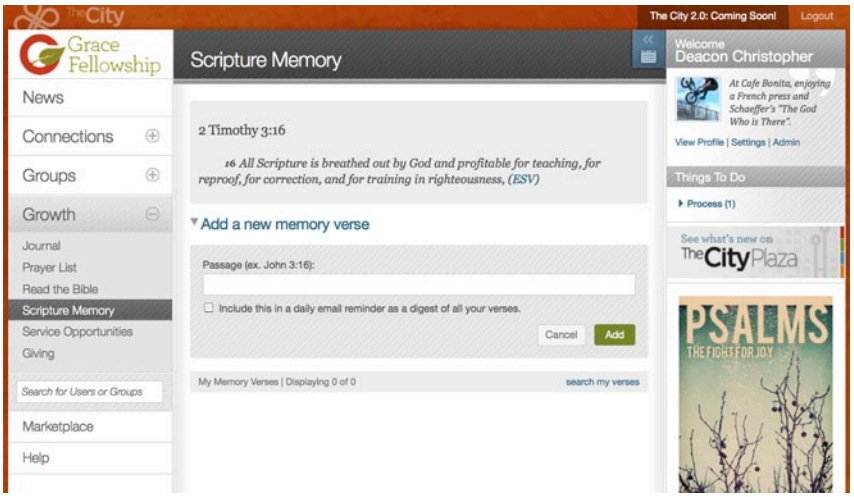
Growth *(continued)*

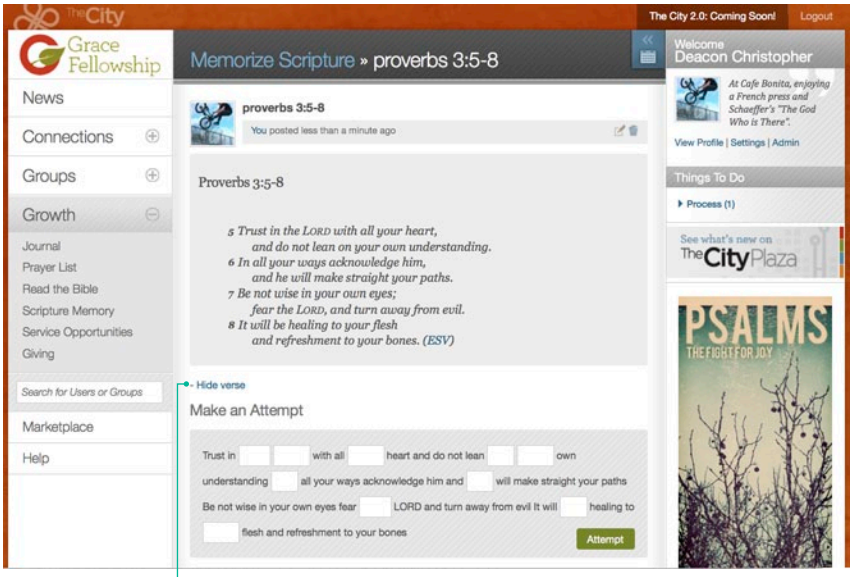
Scripture Memory

Just as advertised, the **SCRIPTURE MEMORY** tool helps you memorize Scripture.

To start building your own personal list of memory verses, select **SCRIPTURE MEMORY** in the **GROWTH** menu, then click **ADD A NEW MEMORY VERSE**.

Next, type in any passage of the Bible (e.g. "John 3:16" or 1 Corinthians 6:19-20"). If you want to receive a daily reminder email including this memory verse, click the box to **INCLUDE THIS IN A DAILY REMINDER AS A DIGEST OF ALL YOUR VERSES**. When you're set, click **ADD**.




The City
Grace Fellowship
The City 2.0: Coming Soon!
Logout
Memorize Scripture » proverbs 3:5-8
Welcome
Deacon Christopher
News
Connections
Groups
Growth
Journal
Prayer List
Read the Bible
Scripture Memory
Service Opportunities
Giving
Search for Users or Groups
Marketplace
Help
proverbs 3:5-8
You posted less than a minute ago
Proverbs 3:5-8
5 Trust in the LORD with all your heart,
and do not lean on your own understanding.
6 In all your ways acknowledge him,
and he will make straight your paths.
7 Be not wise in your own eyes;
fear the LORD, and turn away from evil.
8 It will be healing to your flesh
and refreshment to your bones. (ESV)
Hide verse
Make an Attempt
Trust in with all heart and do not lean own
understanding all your ways acknowledge him and will make straight your paths
Be not wise in your own eyes fear LORD and turn away from evil It will healing to
flesh and refreshment to your bones
Attempt
At Cafe Bonita, enjoying a French press and Schaeffer's "The God Who is There".
View Profile | Settings | Admin
Things To Do
Process (1)
See what's new on
The City Plaza
PSALMS
THE FIGHT FOR JOY

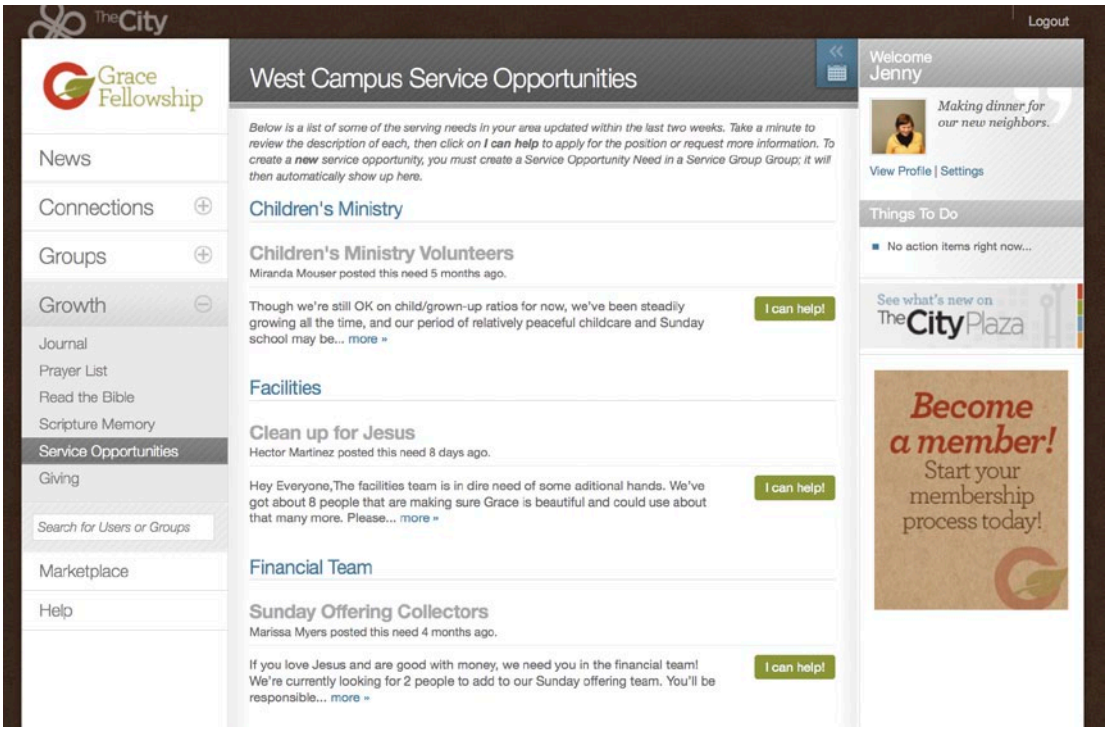
To test your memory, click the **HIDE VERSE** link and try to fill in the blanks, then click **ATTEMPT**. After several attempts, chances are you'll have committed the verse to memory!

Growth *(continued)*

Service Opportunities

Serving others is, of course, a mark and exercise of spiritual growth. We've made it easy for you to find opportunities to serve others. Just select **SERVICE OPPORTUNITIES** from the **GROWTH** menu.

This page shows you a list of recently posted service opportunities. Click the **MORE** link to see the full description of an opportunity. If you'd like to help, click **I CAN HELP!** This will launch a new conversation between yourself and the leader of the group that posted the service opportunity. Start rolling up your sleeves!


TheCity
Logout
Grace Fellowship
West Campus Service Opportunities
News
Connections
Groups
Growth
Journal
Prayer List
Read the Bible
Scripture Memory
Service Opportunities
Giving
Search for Users or Groups
Marketplace
Help
Below is a list of some of the serving needs in your area updated within the last two weeks. Take a minute to review the description of each, then click on I can help to apply for the position or request more information. To create a new service opportunity, you must create a Service Opportunity Need in a Service Group Group; it will then automatically show up here.
Children's Ministry
Children's Ministry Volunteers
Miranda Mouser posted this need 5 months ago.
Though we're still OK on child/grown-up ratios for now, we've been steadily growing all the time, and our period of relatively peaceful childcare and Sunday school may be... more »
I can help!
Facilities
Clean up for Jesus
Hector Martinez posted this need 8 days ago.
Hey Everyone,The facilities team is in dire need of some aditional hands. We've got about 8 people that are making sure Grace is beautiful and could use about that many more. Please... more »
I can help!
Financial Team
Sunday Offering Collectors
Marissa Myers posted this need 4 months ago.
If you love Jesus and are good with money, we need you in the financial team! We're currently looking for 2 people to add to our Sunday offering team. You'll be responsible... more »
I can help!
Welcome Jenny
Making dinner for our new neighbors.
View Profile | Settings
Things To Do
No action items right now...
See what's new on TheCityPlaza
Become a member!
Start your membership process today!

Growth *(continued)*

Giving

It's no accident that **GIVING** is located in the **GROWTH** menu. It's a good location for this important tool and a good reminder of the spiritual nature of our giving. This tool makes it easy for you to give to your church financially and view your giving history.

+ Make an Online Donation

① When you click **GIVING**, you'll land on the **GIVE ONLINE** tab, where you can **START AN ONLINE DONATION**.

First, **SELECT YOUR CAMPUS** and **SELECT A FUND** (if applicable). Then, enter the **AMOUNT** of your donation, add a **COMMENT** if you like, then click the **GOOGLE CHECKOUT** button. This will take you to a Google Checkout™ page to complete your donation.

+ View Your Giving History

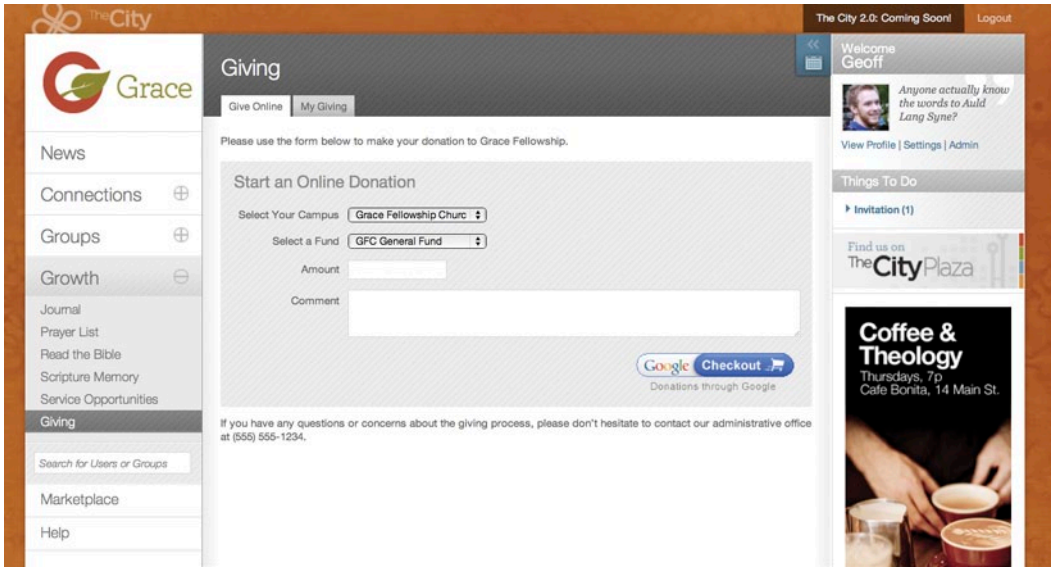
② Click the **MY GIVING** tab to **CREATE A GIVING REPORT**. Select a **GIVING YEAR** and select or deselect **INCLUDE MY SPOUSE**, then click **RUN REPORT** to view the report on this page, or click **EXPORT TO PDF**. Because your church can use The City to track all your donations, you'll always have an up-to-date record of your giving.

You can also **UPDATE YOUR MONTHLY PLEDGE** for giving to your church.

Note: These tools may or may not be available to you, depending on which ones your church administrators decide to activate.

Growth *(continued)*

1



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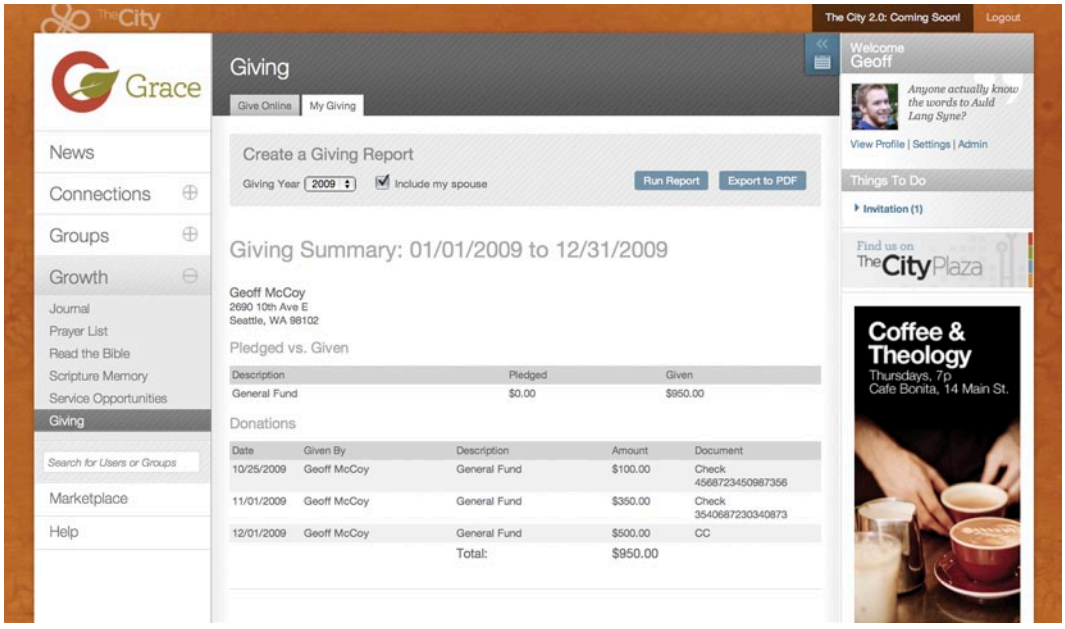


MARKETPLACE

The Marketplace

The City's **MARKETPLACE** *gives people in your church a place to buy, sell, trade, and share with each other.*

When you select **MARKETPLACE** from the Nav Panel, you'll see a feed showing **ALL** listings. You can filter the feed by selecting one of the tabs to show only items in a single category: **FOR SALE**, **BUSINESS**, **HOUSING**, **JOBS**, **COMMUNITY**, **WANTED**, and **MY LISTINGS** (which shows listings you have posted). You can also **SEARCH LISTINGS** in the Marketplace using the search utility.

Click **SHOW MORE** at the bottom of the feed to display additional listings.

+ Adding a Listing

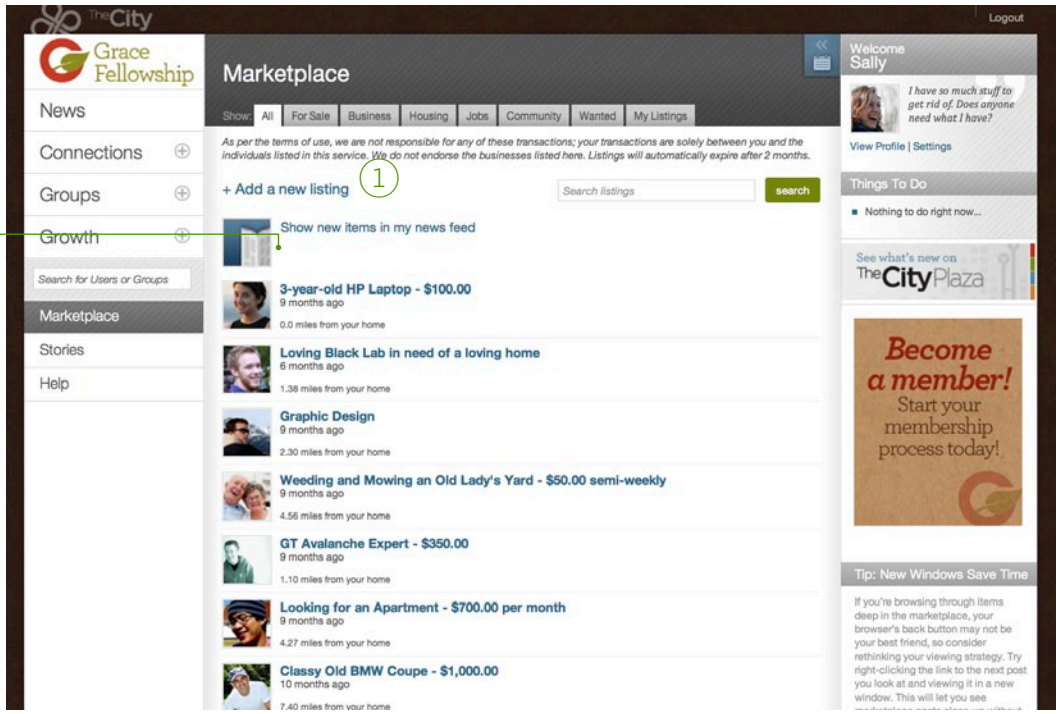
① Click **+ ADD A LISTING**, then select the type of listing you'd like to post.

② Enter all the relevant details. You can also **ADD AN IMAGE FILE**.

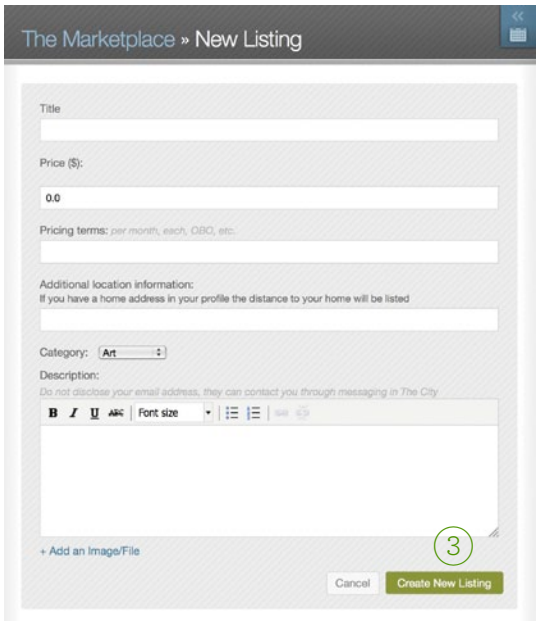
③ When you're ready, click **CREATE NEW LISTING**.

The Marketplace *(continued)*

To get more information or to reply to a listing, just click on the name of the listing. To enquire about the listing, just type in your message and click **START THIS CONVERSATION**.


The City
Logout
Grace Fellowship
Marketplace
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Show: All | For Sale | Business | Housing | Jobs | Community | Wanted | My Listings
As per the terms of use, we are not responsible for any of these transactions; your transactions are solely between you and the individuals listed in this service. We do not endorse the businesses listed here. Listings will automatically expire after 2 months.
+ Add a new listing
1
Search listings
search
Show new items in my news feed
3-year-old HP Laptop - $100.00
9 months ago
0.0 miles from your home
Loving Black Lab in need of a loving home
6 months ago
1.38 miles from your home
Graphic Design
9 months ago
2.30 miles from your home
Weeding and Mowing an Old Lady's Yard - $50.00 semi-weekly
9 months ago
4.56 miles from your home
GT Avalanche Expert - $350.00
9 months ago
1.10 miles from your home
Looking for an Apartment - $700.00 per month
9 months ago
4.27 miles from your home
Classy Old BMW Coupe - $1,000.00
10 months ago
7.40 miles from your home
Welcome Sally
I have so much stuff to get rid of. Does anyone need what I have?
View Profile | Settings
Things To Do
Nothing to do right now...
See what's new on The City Plaza
Become a member!
Start your membership process today!
Tip: New Windows Save Time
If you're browsing through items deep in the marketplace, your browser's back button may not be your best friend, so consider rethinking your viewing strategy. Try right-clicking the link to the next post you look at and viewing it in a new window. This will let you see

2


The Marketplace » New Listing
Title
Price ($):
0.0
Pricing terms: per month, each, OBO, etc.
Additional location information:
If you have a home address in your profile the distance to your home will be listed
Category: Art
Description:
Do not disclose your email address, they can contact you through messaging in The City
B I U ABC Font size
+ Add an Image/File
3
Cancel
Create New Listing

STORY CENTER

The Story Center

With the Story Center you no longer have to worry about missing out on the stories of what God is doing in the different corners of your church. Not only can you read about what God is doing in people's lives; you also have opportunity to share your own stories.

Selecting **STORIES** from the Nav Panel will take you to the Story Center. Click on a tab to see stories from various sources (the tabs available to you may vary depending on your church's settings and your assigned Admin privileges).

The **PUBLISHED STORIES** tab shows you all the stories that other people in your church have submitted and administrators have approved to be shared with the whole body.

GLOBAL CHURCH is where to go when you want to see stories of God's love and faithfulness to real people around the world. All users in any church on The City (if the church chooses to activate the feature) have the ability to make their stories known to The City staff and potentially see them shared with all Cities everywhere!

PENDING STORIES is a special tab that's only visible to your church's administrative Reporting Users. It houses all the stories waiting to be reviewed and edited before sharing with the rest of the local church community.

MY STORIES is that tab where you can quickly find and edit all the stories you've already submitted either for your own record or to share with other members of the church.

Aside from the particular stories displayed under each tab, each page provides essentially the same list of features.

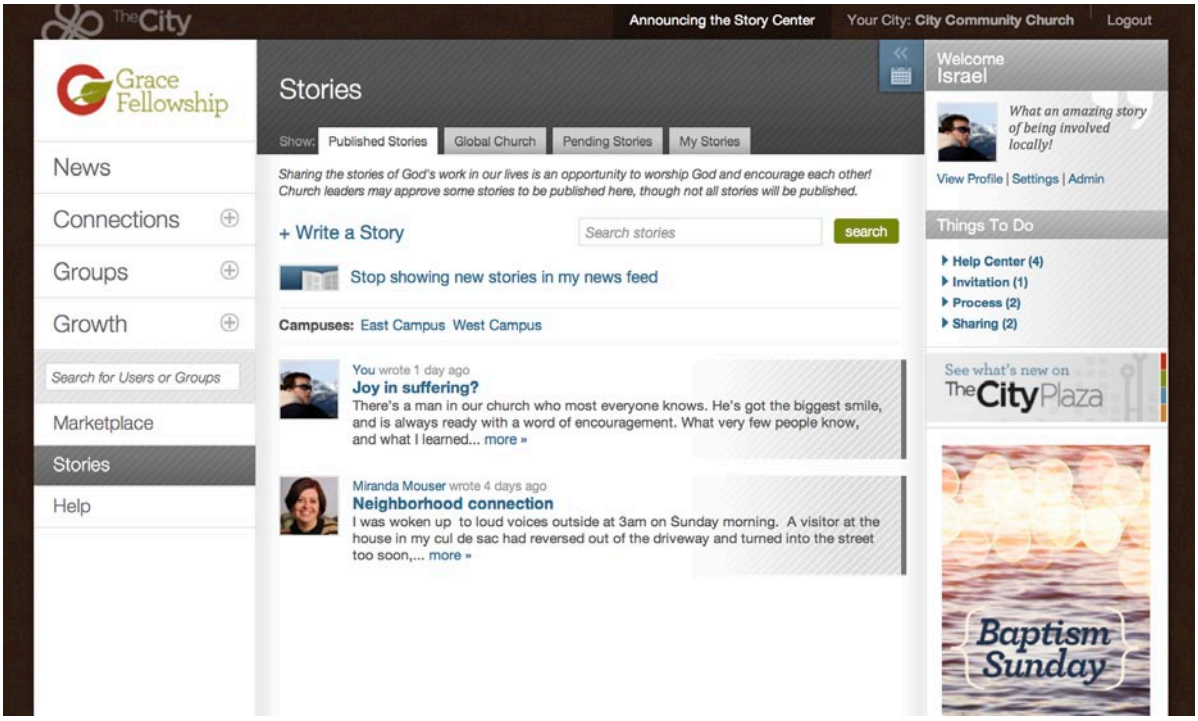
① The **+ WRITE A STORY** link gives you the opportunity to write out your own story of God's work in your life.

② Clicking the **SHOW NEW STORIES IN MY NEWS FEED** link will set your News Feed to alert you when a new story is added to the list in this tab. Conversely, you can also choose **STOP SHOWING NEW STORIES IN MY NEWS FEED**.

③ Choosing a campus will shorten the list of offered stories to only include those from that group.

④ Just like any kind of content on The City, clicking on one of those story listings will show it to you in its entirety.

The Story Center *(continued)*


TheCity
Announcing the Story Center
Your City: City Community Church
Logout
Grace Fellowship
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Stories
Show: Published Stories | Global Church | Pending Stories | My Stories
Sharing the stories of God's work in our lives is an opportunity to worship God and encourage each other! Church leaders may approve some stories to be published here, though not all stories will be published.
+ Write a Story
Search stories
search
Stop showing new stories in my news feed
Campuses: East Campus West Campus
You wrote 1 day ago
Joy in suffering?
There's a man in our church who most everyone knows. He's got the biggest smile, and is always ready with a word of encouragement. What very few people know, and what I learned... more »
Miranda Mouser wrote 4 days ago
Neighborhood connection
I was woken up to loud voices outside at 3am on Sunday morning. A visitor at the house in my cul de sac had reversed out of the driveway and turned into the street too soon,... more »
Welcome
Israel
What an amazing story of being involved locally!
View Profile | Settings | Admin
Things To Do
Help Center (4)
Invitation (1)
Process (2)
Sharing (2)
See what's new on
TheCityPlaza
Baptism Sunday

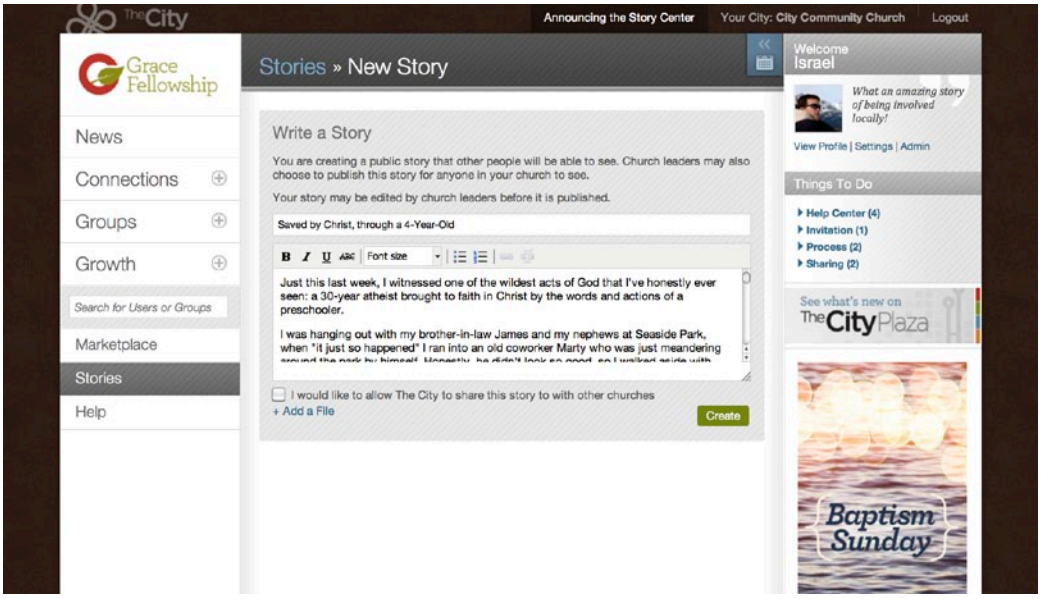
Writing Your Story

To share your own story of God's goodness, click the **+ WRITE A STORY** *link.*

This page works just like all the other places in The City where you can start something new, but it also gives you the **I WOULD LIKE TO ALLOW THE CITY TO SHARE THIS STORY WITH OTHER CHURCHES** option at the bottom of the panel. Checking that box is your official agreement to share this story with the City staff, who may choose, in turn, to edit and share your story on a global scale.

Whatever you choose to do, write out your story, read it to make sure everything's correct, and click **CREATE**. This story will instantly be on its way to your church's Reporting User, who is responsible for reviewing stories created by people in your church, and making the decision to publish them for your whole church to read.

Whenever you create a story, you're giving permission for your story to be edited before it's published, either to your church's **PUBLISHED STORIES** tab, or to the **GLOBAL CHURCH** tab (if you've checked the box for that option).


The City
Announcing the Story Center
Your City: City Community Church
Logout
Grace Fellowship
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Stories » New Story
Write a Story
You are creating a public story that other people will be able to see. Church leaders may also choose to publish this story for anyone in your church to see.
Your story may be edited by church leaders before it is published.
Saved by Christ, through a 4-Year-Old
Font size
Just this last week, I witnessed one of the wildest acts of God that I've honestly ever seen: a 30-year atheist brought to faith in Christ by the words and actions of a preschooler.
I was hanging out with my brother-in-law James and my nephews at Seaside Park, when "it just so happened" I ran into an old coworker Marty who was just meandering
I would like to allow The City to share this story to with other churches
+ Add a File
Create
Welcome
Israel
What an amazing story of being involved locally!
View Profile | Settings | Admin
Things To Do
Help Center (4)
Invitation (1)
Process (2)
Sharing (2)
See what's new on
The City Plaza
Baptism Sunday

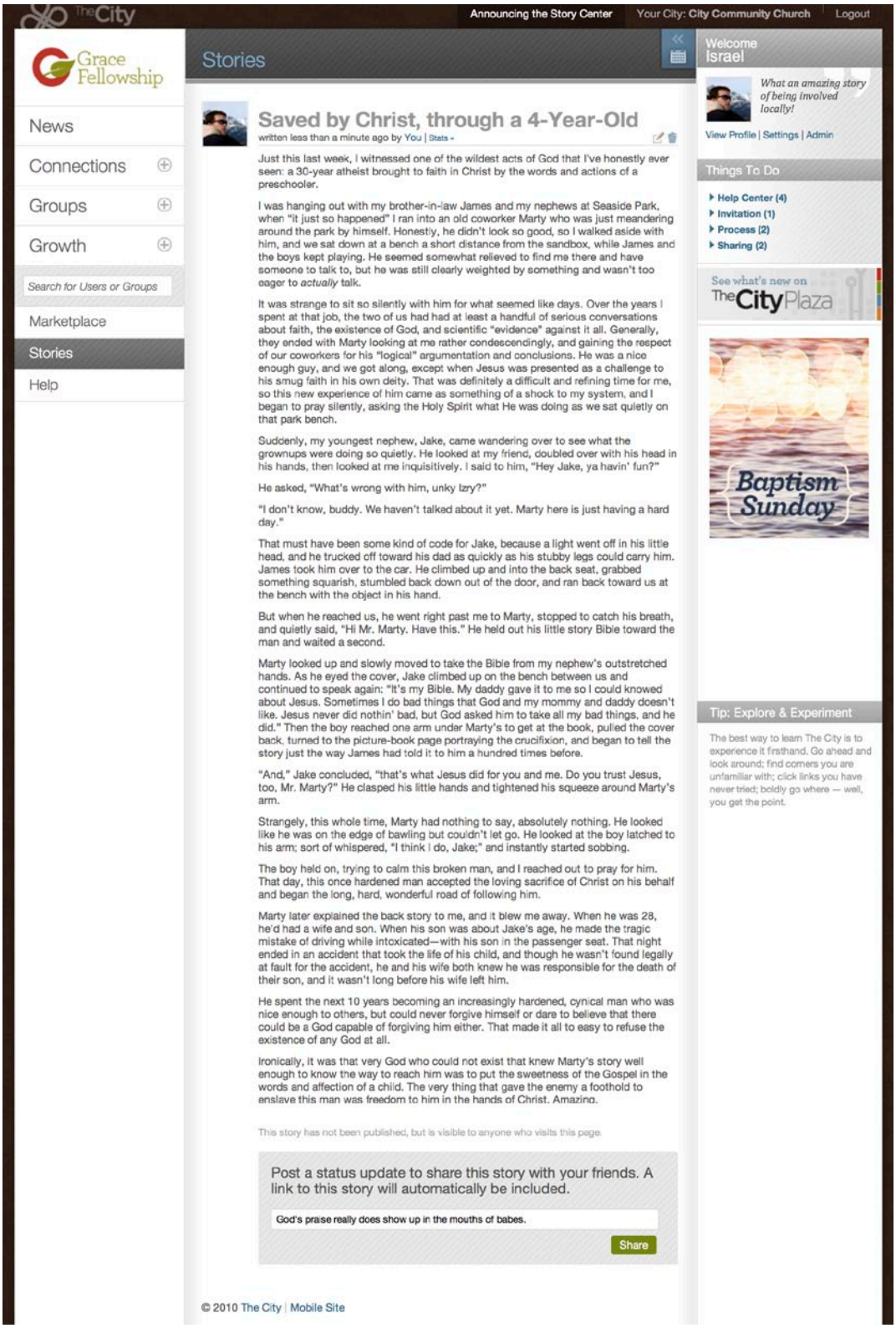
Stories and Status Updates

Once you're done writing out your story, you'll get to see it in its entirety, and you still have the opportunity to edit or delete it.

At this point, you have to wait for your church's administrator to review the story before it's shared to the Published Stories tab, but that doesn't mean you can't share it with your friends in the meantime. Quite to the contrary, you're invited—and encouraged—to share this demonstration of God's kindness with all your friends, and the easiest way to do that is with a status update.

Simply enter a short message in the provided field and click **SHARE** to create a special status update that links people to your new story. This, like every status, will appear on your profile and in your friends' News Feeds, so that everyone you're closest to can share in celebrating what God has done in your life.

Stories and Status Updates *(continued)*


The City
Announcing the Story Center
Your City: City Community Church
Logout
Grace Fellowship
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Stories
Help
Stories
Saved by Christ, through a 4-Year-Old
written less than a minute ago by You | Stats »
Just this last week, I witnessed one of the wildest acts of God that I've honestly ever seen: a 30-year atheist brought to faith in Christ by the words and actions of a preschooler.
I was hanging out with my brother-in-law James and my nephews at Seaside Park, when "it just so happened" I ran into an old coworker Marty who was just meandering around the park by himself. Honestly, he didn't look so good, so I walked aside with him, and we sat down at a bench a short distance from the sandbox, while James and the boys kept playing. He seemed somewhat relieved to find me there and have someone to talk to, but he was still clearly weighted by something and wasn't too eager to actually talk.
It was strange to sit so silently with him for what seemed like days. Over the years I spent at that job, the two of us had had at least a handful of serious conversations about faith, the existence of God, and scientific "evidence" against it all. Generally, they ended with Marty looking at me rather condescendingly, and gaining the respect of our coworkers for his "logical" argumentation and conclusions. He was a nice enough guy, and we got along, except when Jesus was presented as a challenge to his smug faith in his own deity. That was definitely a difficult and refining time for me, so this new experience of him came as something of a shock to my system, and I began to pray silently, asking the Holy Spirit what He was doing as we sat quietly on that park bench.
Suddenly, my youngest nephew, Jake, came wandering over to see what the grownups were doing so quietly. He looked at my friend, doubled over with his head in his hands, then looked at me inquisitively. I said to him, "Hey Jake, ya havin' fun?"
He asked, "What's wrong with him, unky Izry?"
"I don't know, buddy. We haven't talked about it yet. Marty here is just having a hard day."
That must have been some kind of code for Jake, because a light went off in his little head, and he trucked off toward his dad as quickly as his stubby legs could carry him. James took him over to the car. He climbed up and into the back seat, grabbed something squarish, stumbled back down out of the door, and ran back toward us at the bench with the object in his hand.
But when he reached us, he went right past me to Marty, stopped to catch his breath, and quietly said, "Hi Mr. Marty. Have this." He held out his little story Bible toward the man and waited a second.
Marty looked up and slowly moved to take the Bible from my nephew's outstretched hands. As he eyed the cover, Jake climbed up on the bench between us and continued to speak again: "It's my Bible. My daddy gave it to me so I could knowed about Jesus. Sometimes I do bad things that God and my mommy and daddy doesn't like. Jesus never did nothin' bad, but God asked him to take all my bad things, and he did." Then the boy reached one arm under Marty's to get at the book, pulled the cover back, turned to the picture-book page portraying the crucifixion, and began to tell the story just the way James had told it to him a hundred times before.
"And," Jake concluded, "that's what Jesus did for you and me. Do you trust Jesus, too, Mr. Marty?" He clasped his little hands and tightened his squeeze around Marty's arm.
Strangely, this whole time, Marty had nothing to say, absolutely nothing. He looked like he was on the edge of bawling but couldn't let go. He looked at the boy latched to his arm; sort of whispered, "I think I do, Jake;" and instantly started sobbing.
The boy held on, trying to calm this broken man, and I reached out to pray for him. That day, this once hardened man accepted the loving sacrifice of Christ on his behalf and began the long, hard, wonderful road of following him.
Marty later explained the back story to me, and it blew me away. When he was 28, he'd had a wife and son. When his son was about Jake's age, he made the tragic mistake of driving while intoxicated—with his son in the passenger seat. That night ended in an accident that took the life of his child, and though he wasn't found legally at fault for the accident, he and his wife both knew he was responsible for the death of their son, and it wasn't long before his wife left him.
He spent the next 10 years becoming an increasingly hardened, cynical man who was nice enough to others, but could never forgive himself or dare to believe that there could be a God capable of forgiving him either. That made it all to easy to refuse the existence of any God at all.
Ironically, it was that very God who could not exist that knew Marty's story well enough to know the way to reach him was to put the sweetness of the Gospel in the words and affection of a child. The very thing that gave the enemy a foothold to enslave this man was freedom to him in the hands of Christ. Amazing.
This story has not been published, but is visible to anyone who visits this page.
Post a status update to share this story with your friends. A link to this story will automatically be included.
God's praise really does show up in the mouths of babes.
Share
© 2010 The City | Mobile Site
Welcome
Israel
What an amazing story of being involved locally!
View Profile | Settings | Admin
Things To Do
Help Center (4)
Invitation (1)
Process (2)
Sharing (2)
See what's new on
The City Plaza
Baptism Sunday
Tip: Explore & Experiment
The best way to learn The City is to experience it firsthand. Go ahead and look around; find corners you are unfamiliar with; click links you have never tried; boldly go where — well, you get the point.

HELP CENTER

Help Center

By now, you know so much about The City that you're just glowing with awesome. But there's still a chance that you might have an occasional question or possibly experience something unexpected while using The City. That's why we built a Help Center.

Anytime you're not sure how to do something, or when The City does something you don't quite understand, just head over to the Nav Panel and select **HELP**, then click **+ ASK A QUESTION**.

When you start typing your question, The City will offer possible answers from the Help Center database. If you find the answer you're looking for, just select it, get educated, and you're good to go.

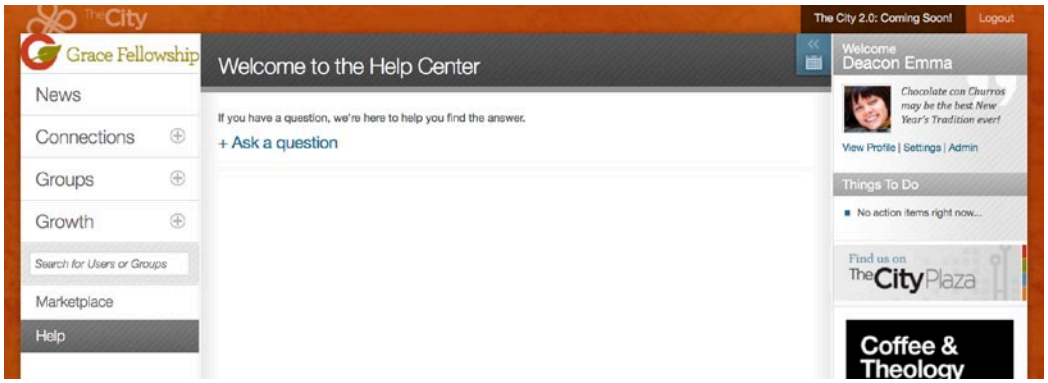
But if no suitable answers appears, you're still in good hands. Just click **ASK** to ask one of your church's Support Admin users. Your question is auto-assigned to a Support Admin, who is notified of your question.

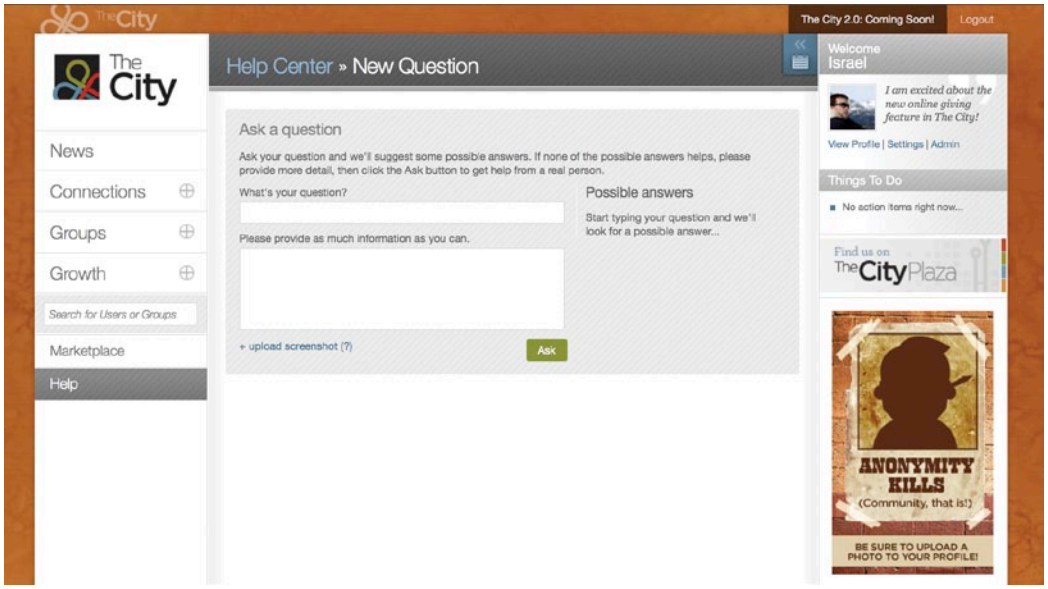
Support Admin users have several options to help you. If they know the answer to your question, they can just respond to you with the correct answer. They might also respond to your question, asking for additional details or clarification. If they don't know the answer and can't find it for you, they can escalate your question to a City support expert, who will continue the help process until your question is answered.

Anytime an answer is offered, you'll be able to report back whether the answer satisfied your request. If so, the question is closed and everyone goes on their merry way. If not, your question remains in the assigned Support Admin's queue until your question can be resolved.

So, go ahead, there's no time like the present. Get in The City and start using it. You're going to love it!

Help Center *(continued)*




The City
The City 2.0: Coming Soon!
Logout
The City
Help Center » New Question
News
Connections
Groups
Growth
Search for Users or Groups
Marketplace
Help
Ask a question
Ask your question and we'll suggest some possible answers. If none of the possible answers helps, please provide more detail, then click the Ask button to get help from a real person.
What's your question?
Please provide as much information as you can.
+ upload screenshot (?)
Ask
Possible answers
Start typing your question and we'll look for a possible answer...
Welcome
Israel
I am excited about the new online giving feature in The City!
View Profile | Settings | Admin
Things To Do
No action items right now...
Find us on
The City Plaza
ANONYMITY
KILLS
(Community, that is!)
BE SURE TO UPLOAD A PHOTO TO YOUR PROFILE!

APPENDICES

The Plaza

The plaza is the public face of your City, where you and your church can post topics, events, prayers, and needs and interact with people outside your church.

People inside and outside the church can use the Plaza to engage in **DISCUSSIONS**, RSVP for **EVENTS**, respond to **PRAYERS**, and agree to help out with community **NEEDS**. Anyone can view Plaza posts and interact with them using either a City profile or a Facebook account.

Before exploring functionality further, here's the rundown of the different parts of the Plaza's main page.

① Just like all the other areas of The City, the Plaza has your church's logo (which serves as a link back to the main Plaza page) and, if you're currently logged in, your profile picture (which links you back to your profile).

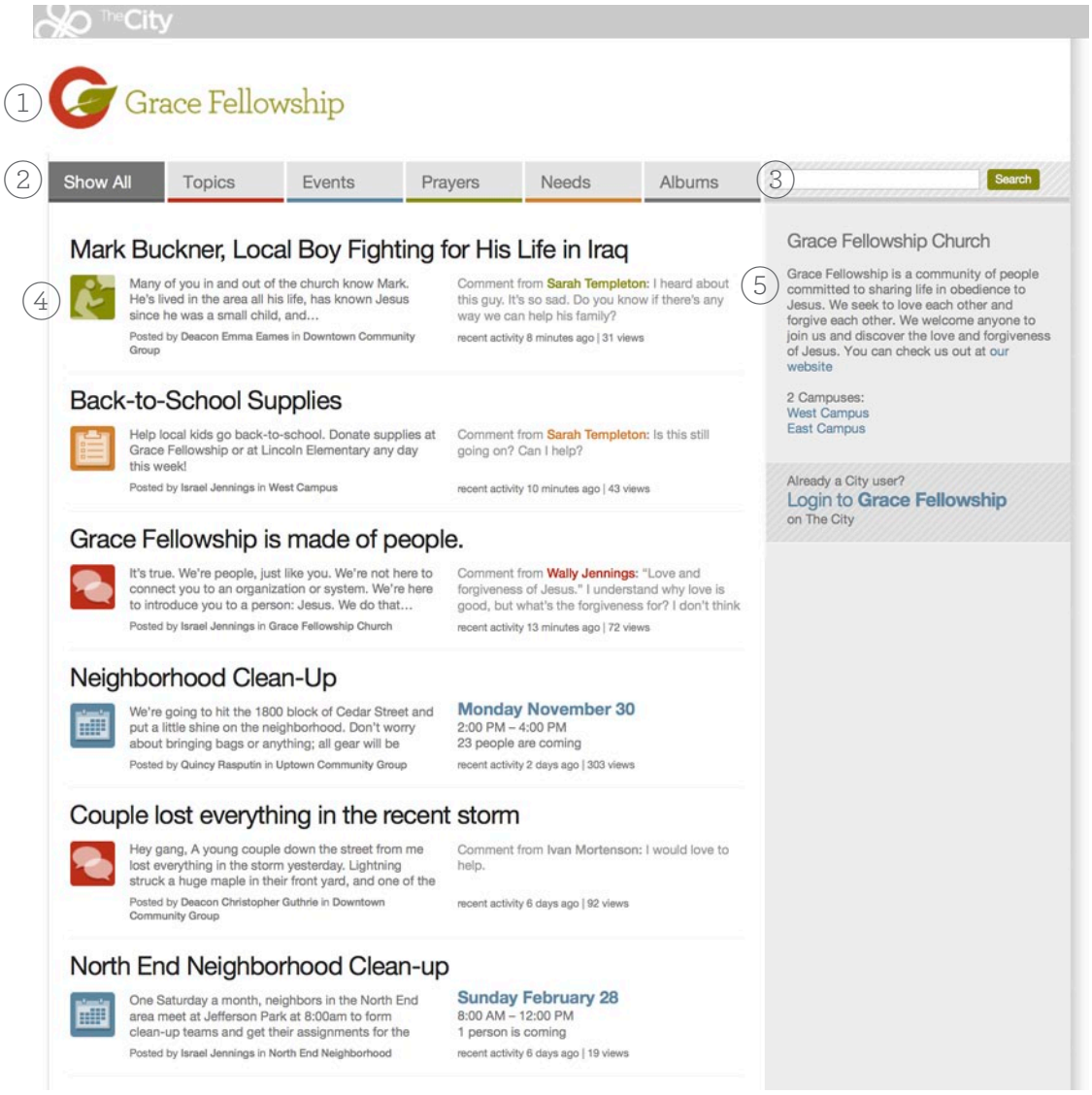
② Similar to the nav tabs used to navigate throughout The City, there are six tabs that allow users to show all current posts or limit the list to just **TOPICS**, **EVENTS**, **PRAYERS**, **NEEDS**, or **ALBUMS**.

③ To the right of the nav tabs is an easy-to-use search bar to help you find specific posts quickly.

④ Each listing includes the title of the item, the beginning of the description, and an icon telling what kind of post it is. events also provide the date, time, and number of people involved.

⑤ The column down the righthand side of the page provides visitors with basic information about your church so that newcomers feel welcome and connected even if they've never stepped foot in your church building. And below that, there's a link giving you quick access to The City's login page.

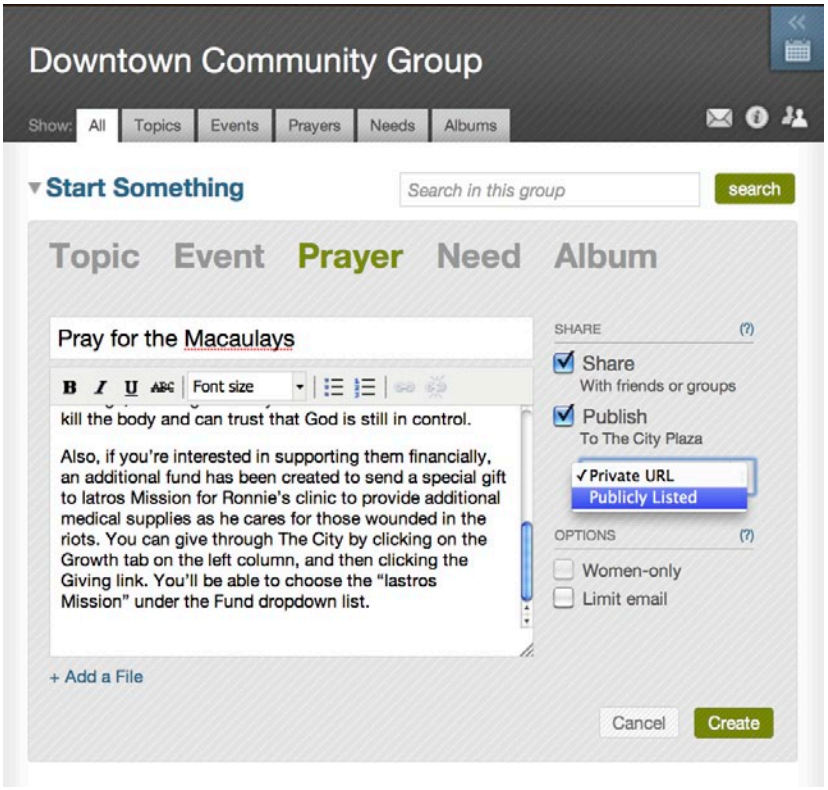
The Plaza *(continued)*


The City
1
Grace Fellowship
2
Show All
Topics
Events
Prayers
Needs
Albums
3
Search
Mark Buckner, Local Boy Fighting for His Life in Iraq
4
Many of you in and out of the church know Mark. He's lived in the area all his life, has known Jesus since he was a small child, and...
Posted by Deacon Emma Eames in Downtown Community Group
Comment from Sarah Templeton: I heard about this guy. It's so sad. Do you know if there's any way we can help his family?
recent activity 8 minutes ago | 31 views
Back-to-School Supplies
Help local kids go back-to-school. Donate supplies at Grace Fellowship or at Lincoln Elementary any day this week!
Posted by Israel Jennings in West Campus
Comment from Sarah Templeton: Is this still going on? Can I help?
recent activity 10 minutes ago | 43 views
Grace Fellowship is made of people.
It's true. We're people, just like you. We're not here to connect you to an organization or system. We're here to introduce you to a person: Jesus. We do that...
Posted by Israel Jennings in Grace Fellowship Church
Comment from Wally Jennings: "Love and forgiveness of Jesus." I understand why love is good, but what's the forgiveness for? I don't think
recent activity 13 minutes ago | 72 views
Neighborhood Clean-Up
We're going to hit the 1800 block of Cedar Street and put a little shine on the neighborhood. Don't worry about bringing bags or anything; all gear will be
Posted by Quincy Rasputin in Uptown Community Group
Monday November 30
2:00 PM – 4:00 PM
23 people are coming
recent activity 2 days ago | 303 views
Couple lost everything in the recent storm
Hey gang, A young couple down the street from me lost everything in the storm yesterday. Lightning struck a huge maple in their front yard, and one of the
Posted by Deacon Christopher Guthrie in Downtown Community Group
Comment from Ivan Mortenson: I would love to help.
recent activity 6 days ago | 92 views
North End Neighborhood Clean-up
One Saturday a month, neighbors in the North End area meet at Jefferson Park at 8:00am to form clean-up teams and get their assignments for the
Posted by Israel Jennings in North End Neighborhood
Sunday February 28
8:00 AM – 12:00 PM
1 person is coming
recent activity 6 days ago | 19 views
5
Grace Fellowship Church
Grace Fellowship is a community of people committed to sharing life in obedience to Jesus. We seek to love each other and forgive each other. We welcome anyone to join us and discover the love and forgiveness of Jesus. You can check us out at our website
2 Campuses:
West Campus
East Campus
Already a City user?
Login to Grace Fellowship
on The City

Posting to the Plaza

Posting items to the plaza is an easy and effective way to invite your friends into the life of the church, a specific campus, or even an individual small group.

If your church has activated **THE PLAZA**, posting a **DISCUSSION TOPIC**, **EVENT**, **PRAYER**, **NEED**, or **ALBUM** to it is as simple as clicking a single button.


Downtown Community Group
Show: All Topics Events Prayers Needs Albums
Start Something
Search in this group
search
Topic Event Prayer Need Album
Pray for the Macaulays
Font size
kill the body and can trust that God is still in control.
Also, if you're interested in supporting them financially, an additional fund has been created to send a special gift to Iatros Mission for Ronnie's clinic to provide additional medical supplies as he cares for those wounded in the riots. You can give through The City by clicking on the Growth tab on the left column, and then clicking the Giving link. You'll be able to choose the "Iastros Mission" under the Fund dropdown list.
+ Add a File
SHARE
Share
With friends or groups
Publish
To The City Plaza
✓Private URL
Publicly Listed
OPTIONS
Women-only
Limit email
Cancel
Create

When you create a new item in any of your City groups, you have the option to **PUBLISH** to the Plaza. When you check that box, you are given a drop-down menu that determines the level of publicity this item will receive. (Depending on what your church decides to activate, you may or may not find all of these available.)

Posting to the Plaza *(continued)*

1. The **PRIVATE URL** option posts this item to your church's Plaza but doesn't list it for public viewing. Instead, it provides you with a short URL that you can send to your friends inside and outside The City. That way, you can invite only those people you want to view it, which is perfect for small events.
2. **PUBLICLY LISTED** will put your post on The Plaza for anyone and everyone to see whenever they visit.

Downtown Community Group » Prayer
Pray for the Macaulay's
You posted less than a minute ago | Stats »
This prayer is privately listed at http://bit.ly/6Bcuwy

To post an item to the Plaza, you must choose that at the point of its creation. This is to ensure your respondents don't come back to what they thought was a secure post only to find their private thoughts on display for the world. Once a post is active on the Plaza, users in The City will see a **CITY PLAZA** tag to the right of the title, alerting them that this posting is public, and people outside The City can interact with it.

Simplified Group Roles
Logout
Grace Fellowship
Jenny Payne
Show All
Topics
Events
Prayers
Needs
Albums
Search
Pray for the Macaulay's
Grace Fellowship Church
Grace Fellowship is a community of people committed to sharing life in obedience to Jesus. We seek to love each other and forgive each other. We welcome anyone to join us and discover the love and forgiveness of Jesus. You can check us out at our website
2 Campuses:
West Campus (join)
East Campus (join)
Return to Grace Fellowship Church
on The City
I'm sure most of you know and love Ronnie and Arwa Macaulay and have been praying for them and the church plant in Teikezerstan. Don't know if you all caught the news earlier in the week, but there have been riots in the capitol city and I got a note from Arwa that their church had had some pretty significant damage in addition to several members of their church being targeted and threatened by people in their community. She asked that we would pray first and foremost that the Gospel would be preached and shine all the more brightly in the midst of the anger of their country. Secondly, as the violence increases, that their church would be filled even more with the peace of Christ, and that they would grow in courage, knowing that they don't need to fear those who kill the body and can trust that God is still in control.
Also, if you're interested in supporting them financially, an additional fund has been created to send a special gift to Iatros Mission for Ronnie's clinic to provide additional medical supplies as he cares for those wounded in the riots. You can give through The City by clicking on the Growth tab on the left column, and then clicking the Giving link. You'll be able to choose the "Iastros Mission" under the Fund dropdown list.
Respond
Submit Your Response
Responses
Ivan Mortenson
Howie Mouser
Praying now and just supported!
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Group Roles: A Closer Look

Leader vs. Manager

The differences between a group leader and a group manager are plenty, but they all boil down to a simple statement: the leader is the figurehead, and the manager takes care of the business. When a group only has a leader, he performs the duties of both, but when each role is present in the group, their responsibilities break down as follows:

Leader

+ has full editing privileges in the group
+ is listed in all the reporting tools as the one responsible for the group
+ has the ability to edit the group's Health Assessment (in a Community Group)
+ can create promotions
+ receives a Things To Do item and email alert for shared content and can either approve or reject
+ receives Link Requests via email and Things To Do
+ has the ability to send Link requests and create Auto-Approved sharing channels
+ receives the message from a Connect Group when a new user is interested in visiting the group
+ can create a new child group from a group idea
+ can view and interact with leadership content

Manager

+ has full editing privileges in the group
+ can view the Health Assessment in a community group but cannot change it
+ can create promotions
+ receives a Things To Do item and email alert for shared content and can either approve or reject
+ receives Link Requests via email and Things To Do
+ has the ability to send Link requests and create Auto-Approved sharing channels
+ receives the alert and either approves or rejects invitations sent from group participants to users outside the group
+ receives and approves or rejects requests to join the group
+ can create a new child group from a group idea
+ can view and interact with leadership content

Dividing the work of group management this way takes busywork off the shoulders of the leader, so that he get on with the business of leading people. Knowing the differences in these responsibilities will help you find the best way to operate each City group you lead and select the right people for every role.

Volunteer vs. Participant

Volunteers and Participants are a far cry from the more administrative roles in a group, but there are subtle differences that distinguish between them as well, and they exist primarily for the sake of Children's Ministry and other service teams. There is only one difference, and here it is:

Volunteer

+ can view and interact with leadership content
+ has no editing authority over the group

Participant

+ has no editing privileges in the group and can't view leadership posts

The primary purpose behind this differentiation is that the Volunteer position allows you to have both your volunteer team and the people you serve in the same group while retaining the ability to communicate exclusively with your volunteers. This saves you the time and trouble of having to create a conversation just for those people you need to address on a regular basis.